

1-2-2001

Dakota State University Graduate Catalog 2001-2012

Dakota State University

Follow this and additional works at: <https://scholar.dsu.edu/catalogs>

Recommended Citation

Dakota State University, "Dakota State University Graduate Catalog 2001-2012" (2001). *Undergraduate & Graduate Catalogs*. 108.
<https://scholar.dsu.edu/catalogs/108>

This Book is brought to you for free and open access by the University Publications at Beadle Scholar. It has been accepted for inclusion in Undergraduate & Graduate Catalogs by an authorized administrator of Beadle Scholar. For more information, please contact repository@dsu.edu.

DAKOTA STATE



UNIVERSITY

Madison, South Dakota

2001-2002
Graduate Catalog

www.dsu.edu



Welcome to Dakota State University

Dakota State University is an exciting place to achieve your college degree. It is a unique institution with advanced computer resources, where academic programs utilize computer technology in every aspect of teaching and learning.

Rich in tradition, Dakota State strives to meet the needs of today's students. With its innovative approach to education and a faculty with diverse backgrounds and experiences, Dakota State offers the best opportunities for its students to learn and grow to meet the demands of today's society.

I encourage you to come to Dakota State University with questions and demands. We, the faculty and staff of DSU, will consistently meet your challenges with commitment and excellence. We are dedicated to you.

You are the reason Dakota State University exists, and we are proud that you have chosen to join the DSU family.

Dr. Jerald A. Tunheim
President

Graduate Catalog 2001-2002
Vol. II

Dakota State University
Madison, South Dakota 57042-1799
(605) 256-5799

The information contained in this catalog is the most accurate available at the time of publication, but changes may become effective before the next catalog is printed. It is ultimately the student's responsibility to stay abreast of current regulations, curricula, and the status of specific programs being offered. Further, the university reserves the right, as approved by the Board of Regents, to modify requirements, curricula offerings, and charges and to add, alter, or delete courses and programs through appropriate procedures. While reasonable efforts will be made to publicize such changes, a student is encouraged to seek current information from appropriate offices.

All policies listed in this catalog can be found in Dakota State University's Policy Manual. Copies of this manual can be found in each of the dean's offices and also in the Graduate Programs Office.

Americans with Disabilities

It is the policy of Dakota State University to comply with all federal and state requirements of the Americans with Disabilities Act, the Rehabilitation Act of 1973 and other similar statutes and regulations as promulgated federally and by the State of South Dakota. To this end, the university has formed a committee (ADA Educational Programs Committee) whose purpose is to help ensure individuals with disabilities have the full benefit of educational programs offered by the university in compliance with the above laws. This policy is part of the university's total response to the Americans with Disabilities Act. (See DSU Policy 01-02-00)

Equal Opportunity

Dakota State University is committed to a policy of non-discrimination and equal educational opportunity in all student services and in all staff and faculty employment action, without regard to age, race, color, religion, sex, national origin, or disability.



Accreditation

Dakota State University or specific programs offered are accredited by the following agencies:

- ◆ Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools (NCA)
30 N. LaSalle St. - Suite 2400
Chicago, IL 60602-2504 • (312) 263-0456 • 1-800-621-7440
- ◆ National Council for the Accreditation of Teacher Education (NCATE)
- ◆ Division of Education of the South Dakota Department of Education and Cultural Affairs
- ◆ State Approving Agency as programs eligible for veterans benefits
- ◆ Commission on Accreditation of the Allied Health Education Programs
 - ◆ American Health Information Management Association
 - ◆ Committee on Accreditation for Respiratory Care (CoARC)
- ◆ Servicemembers Opportunity College

Prefix	Course	
ART	Art	44
BUS	Business	44
CED	Computer Education	44
CET	Computer Education and Technology	44
CIS	Computer Information Systems	46
CSC	Computer Science	46
ED	Education	46
EDAD	Education Administration	47
EDER	Educational Research	47
ELED	Elementary Education	48
ENGL	English	48
HIST	History	48
CHUM	Humanities	48
INFS	Information Systems	48
LT	Learning Technologies	50
LIBM	Library Media	51
MCOM	Advanced Electronic Publishing	51
MUS	Music	51
SCED	Science Education	51
SOC	Sociology	53
SPED	Special Education	53
THEA	Theatre	53

Abbreviation	Major	
MSIS	Master of Science in Information Systems	31
MSCET	Master of Science in Education in Computer Education and Technology	37

Table of Contents

Americans with Disabilities
Equal Opportunity

About DSU

Mission Statement	2
Strategic Statement	2
Dakota State University's History	3
Graduate Programs	5
General Information	5
Graduate Council	
Graduate Faculty	
Graduate Programs Office	

Dakota State University & You

ADA Educational Programs	8
Alumni Office	10
Career Services	10
Center of Excellence in Computer Information Systems	10
Community Center	11
Computing Services	11
Dakota State University Language Institute	12
Distance Education Office	12
The Karl E. Mundt Library	12
Sioux Falls Site	13
Student Health	14
Student Services	14
Bookstore	
Campus Housing	
Center of Multicultural Activities	
Diversity Services	
Food Service	
University Card	17

Application and Admission Information

Admission to a Graduate Program	20
Minimum Admission Requirements	
Additional Admission Requirements for International Students	
Admission as a Non-Degree Seeking Student	
The Application	
Submitting the Application	
Application Review and Evaluation	
Admission Status/Student Classification	
Regular Admission	
Conditional Admission	
Special Student – Post-Graduate Status	

Graduate Program Costs

Tuition and Fees	26
Housing and Food Costs	
Reciprocity Agreements	
South Dakota Residency	
Responsibility for Payment	
Financial Aid	29
Assistantships	
Veterans Benefits	29

Graduate Programs

College of Business and Information Systems	31
Faculty	
Mission	
Graduate Programs: Master of Science in Information Systems	
Program Description	
Program Delivery	
Specific Admission Requirements	
Specific Application Information	
Program Requirements – Course List	
College of Education	37
Faculty	
Mission	
Graduate Programs: Master of Science in Education in Computer Education and Technology	
Program Description	
Program Delivery	
Specific Admission Requirements	
Specific Application Information	
Program Requirements - Course list	

Graduate Course Offerings

Course Descriptions	43
Art	
Business	
Computer Education	
Computer Education and Technology	
Computer Information Systems	
Computer Science	
Education	
Education Administration	
Educational Research	
Elementary Education	
English	
History	
Humanities	
Information Systems	

Learning Technologies	
Library Media	
Mass Communication	
Music	
Science Education	
Sociology	
Special Education	
Theatre	

Graduate Policies and Masters Degree Requirements

Admission to Candidacy	56
Advising	56
Appeal/Grievance Procedure	56
Application for Graduation	56
Assessment/Final Evaluation of Graduate Experience	57
Auditing a Class	57
Candidacy	57
Change of Grade	57
Changing Class Schedules	57
Course Loads	57
Credit and Coursework Options	58
Transfer Credits	
Independent Study	
Credit for Classes Offered via Alternative Delivery Methods	
Credit by Examination	
Credit for Work Experience	
Credit for Correspondence Courses	
Credit for Undergraduate Classes Taken As A Graduate Student	
Eligibility for Graduation/Certification of Program Completion	59
Evaluation	59
Grade Change	59
Grading	60
Graduation	60
Grievance Procedure	60
Incomplete Grade	60
Independent Study	60
Normal Course Load	60
Plan of Study	60
Probation/Suspension	61
Appeal	
Reinstatement	
Program Requirements	61
Progression	61
Readmission	61
Reentry/Reactivation	61
Registration	62
Continuous Registration Requirement	
Registration and Academic Records	

Residency	62
Satisfactory Progression/Good Academic Standing	62
Suspension	63
Time Limits	63
Transfer	63
Withdrawal from a Class	63
Withdrawal from the Program	63

University Policies

Academic Integrity	66
Catalog Changes	66
Computing Privileges	66
Drug-Free Environment	69
Emergency School Closings	70
Financial Aid Policies – Graduate Student Federal	
Financial Aid Policy and Programs	70
Maximum Hours	
Appeal of Financial Aid Suspension	
Reinstatement of Eligibility	
Financial Obligations	71
Grade Appeal Process	71
Grade Reports	72
Late Registration	72
Privacy of Student Records	72
Sexual Harassment	73
Student Refund Policy	73
Residence Hall Fees	
Food Service Fees	
Military Service	
Student Right To Know	74
Transcript Policy	75
Alcohol and Other Drugs	75

Administration	77
-----------------------	-----------

Academic Calendar	85
--------------------------	-----------

Index	89
--------------	-----------

About DSU

This catalog is neither a contract nor an offer of a contract. It serves as an introduction to Dakota State University that describes the graduate degree programs and student services offered and helps you select a career program that suits your career plans and life-long interests, and provides the information you need to pursue a graduate program of study at Dakota State University.

Mission Statement

The primary purpose of DSU is to provide instruction in computer management; computer information systems; and other related undergraduate and graduate programs; two-year, one-year, and short courses for application and operator training in areas authorized. A special emphasis is in preparation of elementary and secondary teachers with the expertise in the use of computer technology and information processing in the teaching and learning process. The following curriculum is approved for the University:

- Bachelor of Science degree programs in business, biology for information systems, computer science, elementary education, elementary education and special learning and behavioral problems, e-commerce, English for information systems, fine arts administration, information systems, mathematics for information systems, health information administration, fitness-wellness management, respiratory care, secondary education, and professional accountancy.
- Associate of Science degree programs in application programming, business management, health information technology, office management, and respiratory care.
- Associate of Arts degree program in general studies.
- Masters of Science degree programs in Information Systems and Computer Education and Technology.

Strategic Statement

The faculty and staff of Dakota State University have expressed the present status of the University in a core statement as follows:

Dakota State University Core Statement

Dakota State University is South Dakota's leader in applying computer and information systems technology to higher education. Dakota State's academic programs look to the future, emphasizing a high-quality, comprehensive, discipline-based education with the intense application of existing and emerging technologies.

The University's innovative curricula involve a variety of educational media and settings, including the traditional on-campus classroom, advanced remote locations through distance education and off-campus, experience-rich internship alternatives—all enabled and enhanced by technology. Dakota State University cooperates and collaborates with educational, governmental, and corporate partners to deliver degree programs and individual courses while providing a foundation for lifelong learning to its students.

Dakota State University graduates demonstrate the mastery of technology necessary to move into rewarding careers in commerce, education, and government. Dakota State University has a strategic advantage: quality programs and an innovative faculty thriving in a technology-rich environment.

Today Dakota State University is poised to make major advances in fulfilling both the mission statement as written, and the total spirit of that mission. A university, like any competitive enterprise, requires the development of a strategic vision in order to move confidently into the future. The vision must be valid for today and tomorrow, must distinguish the university from competitors, and must convey a distinct direction for institutional development. Dakota State University faculty and staff have developed the following strategic vision:

The Strategic Vision

Dakota State University's strategic vision is to continually redefine the University experience by creatively integrating emerging computer information systems technologies with selected disciplines to serve diverse populations.

- **Redefine the University experience** – *DSU is a responsive and flexible organization, which uses feedback from its various constituencies and advances in the disciplines to make changes in its professional programs. This on-going process enhances creativity and results in high-quality contemporary programs.*
- **Integrate emerging computer information systems technologies** – *Computer information systems are the key to the unique curriculum at DSU. The latest computer information systems technologies are integrated into all facets of the educational experience.*
- **Serve diverse populations** – *DSU will serve students of diverse ethnic groups, as well as traditional and non-traditional students, both on-campus and at remote locations.*

In order to develop a plan by which Dakota State University can grow and develop toward its vision, a defined set of actions will be implemented in seven strategic areas of emphasis for Dakota State University:

Academic Programs
Computer Technology
Faculty Development
University Promotion

Student Life
Campus Support
Diversity

A complete copy of the DSU Strategic Statement is available from the President's Office.

Dakota State University's History

Dakota State University has enjoyed a long and proud history of leadership and service since its founding in 1881 as the first teacher education institution in the Dakota Territory.

For most of its history, DSU has been identified with teacher preparation, first as a normal school and later as a four-year public college. The University has had several

different names, among them Madison Normal, Eastern Normal, and General Beadle State College. The name, Dakota State College, was adopted in 1969. On July 1, 1989, Dakota State College became Dakota State University. The University title was conferred on the institution by the South Dakota Legislature in order to better reflect its purpose in the total scheme of the state's higher education system. Prospective elementary and secondary teachers continue to be educated here. To this traditional emphasis, DSU added business and traditional arts and science programs in the 1960s and two health services programs, Health Information Management and Respiratory Care, in the late 1970s.

In 1984, the South Dakota Legislature and the South Dakota Board of Regents turned to Dakota State University to educate leaders for the information age. In response to this need, Dakota State University developed leading-edge computer/information systems degree programs. The graduates of these programs enjoy enviable status in the national marketplace. As a leader in computer and information systems programs, DSU has pioneered the application of computer technology to traditional fields of academic endeavor. This thrust has led to the development of unique degree programs in biology, English, mathematics, and physical science.

In recognition of its pioneering, innovative and unique academic programs and outreach efforts, DSU was selected as one of the ten finalists for the 1987 G. Theodore Mitau Award. The Mitau Award is peer recognition by the nation's largest association of higher education institutions, the American Association of State Colleges and Universities, of the nation's top state colleges and universities for innovation and change.

More recently, Dakota State University has been named to Yahoo Magazine's list of the 100 most wired universities in the U.S. - ranking 12th on the list in 1998, 10th on the list in 1999 and 9th on the Baccalaureate II ranking list in 2000.

As Dakota State University continues to serve the needs of a changing society into its second century, it faces many new and unique challenges. Responding to these challenges, Dakota State has taken a step forward in distance education by offering courses and academic programs via Internet and the Rural Development Telecommunications Network. And, as society's needs change, Dakota State University will continue to evolve to meet these needs with - EDUCATION, SCHOLARSHIP and SERVICE.

DSU Graduate Programs in Review

Dakota State University's graduate programs are a logical extension of the university mission. The graduate programs combine both theoretical knowledge and practical applications and are designed to meet real needs in the state and region in a world being shaped by continuously and rapidly changing technology. Computer technology is integral to all programs, graduate and undergraduate, at DSU. These programs are designed to prepare its graduates to be leaders in the information technology field, whether it is in a classroom or a boardroom. The University offers graduate programs in Information Systems, the Master of Science in Information Systems (MSIS), and computer education, the Master of Science in Education in Computer Education and Technology (MSCET). The university's graduate council supervises all graduate work.

Graduate Council

The DSU Graduate council was instituted by the Faculty Senate in 1986 to serve as the faculty body to oversee Dakota State University graduate courses and programs and to consider and make recommendations on all matters dealing with graduate level instruction. Graduate Council is composed of 11 voting members: the dean of each college, the director of the Center of Excellence, a graduate faculty representative from each college and a graduate faculty representative from each graduate program. Ex-Officio members include: the Vice President for Academic Affairs, the Director of the Graduate Programs Office, the Registrar, and the Director of the Library.

Graduate Faculty

Graduate Faculty is composed of the University President, the Vice President for Academic Affairs, deans of the colleges, and other faculty chosen in accordance with DSU Graduate Faculty Policy. Graduate faculty are authorized to serve on graduate admissions and program graduate committees, serve as advisors to graduate students, teach graduate courses, serve on review/evaluation committees for graduate student assessment activities and serve on Graduate Council.

The Graduate Programs Office

The mission of the Dakota State University Graduate Programs Office is to promote excellence in graduate education at DSU. The Director of the Graduate Programs Office manages the day-to-day operation of the Graduate Programs Office and collaborates with and supports the functions and responsibilities of the Graduate Council, the graduate admission committees within each college, and graduate faculty.

Dakota State University and You

ADA Educational Programs

It is the policy of Dakota State University to comply with all federal and state requirements of the Americans with Disabilities Act, the Rehabilitation Act of 1973 and other similar statutes and regulations as promulgated federally and by the State of South Dakota. To this end, the university has formed a committee (ADA Educational Programs Committee) whose purpose is to help ensure individuals with disabilities have the full benefit of educational programs offered by the university in compliance with the above laws. This policy is part of the university's total response to the Americans with Disabilities Act. (See DSU Policy 01-02-00)

Procedures

1. An individual with a documented disability wishing academic accommodations to programs and/or services must contact the ADA Academic Coordinator, Dr. Nancy Moose, Room 111, Beadle Hall (Telephone: 605-256-5269). Documentation must be no older than three years from the date of application/request for program modifications. Documentation will consist of medical or other diagnostic documentation of disability or limitations.
2. A formal written application for consideration of an academic accommodation must be submitted along with professional documentation of the disability as soon as possible prior to the time the accommodation is needed. It is recommended that, when applicable, requests be filed on initial admission to the university. No action can be taken by the university until the formal application and documentation are provided. Upon receipt of the completed application, the ADA Academic Coordinator, in consultation with a university consultant, will make decisions on requests for common learning and testing accommodations. In all other requests for accommodations, the chair of the ADA Educational Programs Committee will schedule a meeting of the ADA Educational Programs Committee for no later than ten working days after receipt of application. Each applicant will be handled and reviewed individually. The applicant will be notified in writing of the meeting place, date and time. The applicant may elect to attend the meeting if he/she so chooses.
 - a. The purpose of the meeting with the ADA Educational Programs Committee is to discuss appropriate and reasonable accommodations to be recommended to the university administrator(s) responsible for effecting the accommodations. The committee, the applicant, and experts or advocates requested to be present by the committee or the applicant will discuss the request for accommodations and evaluation of documentation, if any, provided by a university consultant. The goal is to reach agreement on the type and extent of accommodations to give the student appropriate access to classroom information and tests that measure their knowledge without fundamentally altering the program. The resulting recommendations and minutes of the meeting will be forwarded to the vice president for academic affairs or designee for final approval and action. If the applicant elects not to meet with the committee, the committee makes recommendations based upon the applicant's written application, documentation, and other submitted material. The student is notified of

the committee's decision by the chair.

- b. If the requested accommodations would result in a fundamental alteration of the service/program and/or requirements for the university, the committee will declare the need for further review of the request. The minutes of the meeting, without recommendations for accommodations, will be forwarded to the Vice President for Academic Affairs or designee for further review and action. The Vice President for Academic Affairs or designee will make a final decision regarding program or service modifications and prepare a written statement to the student on the decision and the reason for the decision within ten (10) working days after receiving the minutes of the meeting.

Copies of official minutes, and letters of notification and all documents, including the original application, professional documentation, and related correspondence will be filed with the ADA Academic Coordinator, declared personal and confidential, and thereafter communicated only to those who have a need to know, in accordance with the Family Rights and Privacy Act. Files will be maintained during the student's enrollment and destroyed three years after the individual's last official affiliation with the University as a student.

3. The Vice President for Academic Affairs designee will notify faculty and/or other university personnel who will be responsible for implementing the accommodations within ten (10) working days of the decision so as to ensure that the accommodations are in place for the individual at the earliest possible time in a new semester or new setting. If the documentation received suggests an accommodation, DSU will implement the recommended accommodation until such time that it is determined by the ADA Educational Programs Committee that the academic program is altered by said accommodation. Faculty/university personnel are required to maintain the confidentiality of the process, to strictly adhere to the officially designated accommodations, to share any problems or concerns only with their administrator or the vice president of academic affairs designee, and to support the student's full and equal participation in the program or service.

The student will notify the ADA Academic Coordinator in the event that accommodation arrangements are not carried out in the recommended manner. Should individuals need additional accommodations, they may request a new meeting with the committee by contacting the ADA Academic Coordinator.

4. Faculty or other university personnel who are responsible for implementing accommodations for a student are encouraged to provide pertinent progress checks and make suggestions or address concerns regarding future services. Any formal evaluations must be submitted to the ADA Academic Coordinator for inclusion in the file within 10 working days of termination of the faculty's or other personnel's responsibility to that student. The ADA Academic Coordinator will examine all forms upon receipt and take any action deemed necessary, to include requesting another meeting of the committee.

5. The ADA Academic Coordinator will meet with all students served by this policy annually to determine if needs are being met. Individuals may be contacted to discuss their accommodations in more detail should it appear that adjustments or additional accommodations may be needed. A new meeting of the committee may be called and the process may be repeated beginning with step 2 above.
6. The decisions of the ADA Coordinator and/or ADA Educational Programs Committee and/or the Vice President for Academic Affairs may be appealed to the President within five (5) working days of receipt of the committee's recommendation. The President will provide a written response to the appeal within five (5) working days of receipt of the appeal. The President's decision may be appealed to the Office of Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, MO 64153-1367.

Alumni Office

The Alumni Office is located in Heston Hall. It is active in promoting homecoming festivities as well as fundraising for academic scholarships and supporting other activities on the DSU campus.

As graduates become alumni, the Alumni Office works to stay in contact through its publication, the Alumni News, which highlights alumni involvement and happenings on campus and discusses campus efforts as they impact not only our region, but the country. Contact with alumni is essential for such things as recruitment, career-related experiences, placement and the continuing education of both alumni and their co-workers.

Career Services

The Career Services Office, located in 112 Heston Hall, is the primary office for assisting students with the transition from degree completion to post-college professional employment as well as internship referrals. A weekly job listing (on-line and hard copy) is prepared from incoming phone and mail contact, as well as exchange listings from other outside sources, such as other colleges, placement councils, and regional referral agencies.

Additionally, on-going seminars are provided to assist students with the job search, job application and interviewing process. To add to the placement success, employers come to campus to specifically interview students at DSU for internships and full-time employment.

Center of Excellence in Computer Information Systems

The Center of Excellence in Computer Information Systems (CECIS) offers outstanding students the opportunity to engage in advanced academic programs and to partner with leading organizations in information technology. Undergraduate students from any program can be admitted into the Center of Excellence provided they meet the Center's admission standards. Admitted students must then complete at least a minor in Information Systems, an internship experience, a student-faculty research project or thesis, and

other mandatory professional activities. Students who satisfactorily complete all of the requirements will be designated as graduates of the Center of Excellence. Upon completion of the program, graduates of the Center of Excellence will be ready to assume leadership roles in the information and technology industry of the future.

Graduate students in the MSIS program can also be admitted into the Center of Excellence if they meet the Center's graduate admission standards. Admitted students must agree to participate in all of the normal Center activities. Graduate students who satisfactorily complete the graduate requirements will be designated as graduates of the Center of Excellence.

The Community Center

The Community Center serves the health, wellness, recreational, and social needs of Madison, Dakota State University, and the surrounding area. The Community Center allows for the opportunity to learn the fundamentals of physical exercise and to select and pursue a personal exercise program. Facilities include: an aquatics area with a zero depth pool, whirlpool, sprayground, 75-foot slide and sauna; a youth center; general use area; two racquetball courts and three basketball courts. The upper level has a fitness area, which contains equipment for cardiovascular fitness as well as free weights and Paramount equipment for weight training, a walking track and a large aerobics room. Cardiovascular equipment includes treadmills, stair climbers, rowing machine, cross-country ski simulator, bikes and cross-trainers. Fitness assessment, including body composition, circumference measurements, and flexibility are also available. For more information and hours of operation, visit our website at www.communitycenter.dsu.edu

Computing Services

An exceptional computer environment is found at DSU. While some universities expect students to buy computers, DSU makes computers accessible to all students. With an excellent student-to-computer ratio, all computing resources are available to every student, regardless of major area of study.

Computer laboratories with microcomputer, minicomputer and mainframe access, from a variety of computer manufacturers (IBM, Gateway, Apple, etc.), are available in every academic building on campus. To provide ample facilities for both instruction and outside coursework, labs are used directly in teaching and for general access. For the convenience of students, microcomputers are located in the dorms and in a controlled-access lab for use after normal lab hours. Help desks are also staffed during normal lab hours to provide assistance to faculty, staff and students.

Computers on campus are linked together through a local area network (LAN) that provides campus-wide communication and easy access to software. Each dormitory room includes two network ports for the convenience of students who wish to have their personal computer connected to the campus LAN. Through connection to external academic networks (Internet), the networked environment also provides communication between DSU computer users and computer users around the globe.

A key to DSU's success in integrating computer technology throughout the curriculum has been the development and acquisition of software that allows professors who are

experts in their subject area to use computers in appropriate ways to teach complex subject matter. Software evaluation, development and support are provided through professional computer programmers and outstanding college students selected from South Dakota's Executive Internship Program and Dakota State's own students.

Technical support is provided to faculty and staff members as well as students in terms of both hardware/software and academic computing expertise.

Dakota State University Language Institute

The Dakota State University Language Institute was founded in 1991 to provide an intensive program of English language study for international students who need to improve their language skills before entering the university. Our mission is to provide language and computer skills to enable students to successfully complete the degree program. The program runs year-round for approximately 15 weeks each session. Beginning sessions are scheduled every year for mid-January, mid-May and early September. The institute provides full-time and part-time English instruction on a self-support basis. We welcome students from all over the world. Our enrollment often includes students from Japan, Thailand, Korea and Arab-speaking countries. Our classes are small to allow for individual attention. Our advisors assist with all aspects of American life.

Distance Education Office

The Office of Distance Education is responsible for program planning, marketing, program implementation and overall management of courses and programs offered via distance at Dakota State University. Working in partnership with the colleges and the institution's academic support areas, the Office of Distance Education works to design and develop active and collaborative degree programs offered at a distance.

The Office of Distance Education is located in 201A of the Mundt Library and is staffed with the Director of Distance Education, an Instructional Technologist, and a secretary. This team serves the needs of students who are enrolled in the online and video-conferenced courses at DSU. The office is the mainstay of distance services to students, working with the administrative offices of DSU to provide these services. The staff also serves the needs of faculty and staff at DSU related to distance and educational technology. The office staff assist faculty in the design and implementation of courses delivered by various forms of technology. The office can be reached by calling (605) 256-5049 or toll-free at 800-641-4309, or email at dsuinfo@pluto.dsu.edu. The Distance Education web page is www.departments.dsu.edu/disted/.

The video classrooms on campus are located in the Kennedy Center. The Governor's Electronic Classroom (GEC) is located in KC 110. The Dakota Digital Network (DDN) video classroom is located in KC 112. Anyone on campus who would like to schedule time in the video classrooms can contact the Office of Distance Education.

The Karl E. Mundt Library

The Karl E. Mundt Library's goal is to assist the university to graduate students who are able to find, evaluate, and use information to solve problems and to make decisions effectively. These students should have the knowledge and skills to function successfully

as continuous learners in a continuously changing information world. To successfully meet its goal, the library provides excellent collections, information systems, services, instruction, and staff.

The Karl E. Mundt Library provides access to an extensive collection of materials through its online library catalog, which includes the over 3.7 million holdings of more than 75 libraries in the South Dakota Library Network (SDLN). In addition to being an online catalog, the SDLN has been enriched by the addition of a number of external databases, most notably ERIC Journals in Education and ERIC Resources in Education, Argus Leader Index, Indian Country Today Index, and Books in Print. SDLN also provides the full text and images of articles online through the databases of Infotrac. Web-based access to the information services of the South Dakota Library Network, Infotrac, Proquest, Lexis-Nexis, ACM digital Library, Project Muse, FirstSearch and others provide students with access to databases critical to their disciplines. Materials held by other libraries are readily available through the electronic interlibrary loan system or full text, so rarely is the library unable to quickly meet student or faculty information needs.

The Library Audiovisual Equipment collection serves the non print needs of the campus. Meeting rooms and a viewing room equipped a large screen TV connected to various types of players and satellite downlink receiver are also available.

The Mundt Library is also home to a large networked computer lab designed for providing hands-on instruction in information retrieval and research methodologies. In addition to the collections, systems and services offered, library staff provides assistance and instruction to faculty and students through workshops, classroom and one-to-one instruction.

The library building is open seven days a week during fall and spring semesters, but 24-hour access to many resources and services is available through the World Wide Web. Visit the Mundt Library's homepage (<http://www.departments.dsu.edu/library>) to search for information, request services, and learn more about the Library.

A helpful staff, attractive surroundings, modern facilities, and extensive materials all combine to make the Mundt Library a vital part of the educational program at Dakota State University.

Sioux Falls Site

USD.SDSU.DSU at Sioux Falls is established to provide a research presence and approved South Dakota Board of Regents undergraduate and graduate programs in Sioux Falls for the adult population. Dakota State University, South Dakota State University and the University of South Dakota cooperatively provide lifelong learning opportunities that include the programs, courses, and services for students.

Dakota State University provides these degree programs at the center: B.S. in Computer Information Systems, B.S. in Electronic Commerce, B.S. in Multimedia/Web Development, M.S. in Information Systems, M.S. in Computer Education Technology, A.S. in Applications Programming, A.S. in Business Management, Minor in Electronic Commerce, Minor in Multimedia/Web Design, certificates in Not-for-profit Management, and Programming and Systems Development. DSU also provides general education courses at the center on a rotating basis with USD and SDSU.

For specific program information, contact Enrollment Services at DSU, DSU staff in

Sioux Falls at (605) 367-5381 or the staff of USD.SDSU.DSU at Sioux Falls at (605) 367-5640. Additional information and registration is available at www.sfcenter.dsu.edu.

Student Health

The Student Health Office is located in the Trojan Center (opposite the Bookstore) and is staffed by a full-time Student Health Nurse who serves the campus as a health educator and advocate. Contracted health service providers include the Interlakes Medical Center and the Madison Community Hospital, which are both immediately adjacent to the campus on Washington Avenue. Students are referred to the clinic by the Student Health Nurse. The emergency room of the hospital is available for critical situations.

The Student Health Nurse coordinates the Wellness Fair, conducted each fall, and develops other health programs for the campus, both directly and as a member of the DSU Wellness Team, (which includes representatives from the Alcohol and Other Drugs Program, the Intramural Sports Department, the Student Development Office, the University Food Service and the Community Center).

The South Dakota Board of Regents has endorsed an accident and sickness insurance plan for students taking 5 or more credit hours, which also has provisions for their spouses and their dependents. Purchase of the insurance plan is required for all international students who are not permanent residents, their spouses and their dependents. Students are strongly encouraged to maintain their own health insurance coverage.

Student Services

The purpose of Student Services is to provide programs, services and facilities which directly contribute to the personal growth of each student and which enable that student to be as successful as possible in their scholarly activities.

Bookstore

The University Bookstore is operated as a service to students, faculty and staff. The store is conveniently located in the Trojan Center. It is a recognized source for textbooks, art and office supplies, general reading materials, full-version academically priced software, university clothing and memorabilia. The Bookstore is open from 8:00 a.m. - 5:00 p.m., Monday through Friday, with extended hours during semester openings.

The Bookstore's major function is to provide the sale of textbook requirements in direct support of the academic programs of the university. Used books are available for many courses at a substantial savings over new book prices. The general reading section includes a reference area, study aids, New York Times Best Seller books, computer resource books, regional authors, etc. The Bookstore will special-order a book for you, if it is not in stock, at no additional charge.

The Bookstore stocks such items as greeting cards, gift items, university t-shirts, sweatshirts, caps, backpacks, decals, school memorabilia, binders, folders, pens, pencils, notebooks, electronic items, computer supplies and convenience items. Other services include postage stamps for purchase, along with a mail drop and personal check cashing up to \$10.00. All sales are cash, check, Visa, MasterCard, Discover or Trojan Gold.

Full refunds are given on books which are returned in a new condition within three school days or three days from the date of your drop/add slip (copy required) and accompanied by the sales receipt. NO refunds are given after that time. Please do not write in your book until you are certain that you intend to keep it. At the end of the semester, a book buy-back is held during finals week. Books which are being used again for the next semester (based on written orders from instructors) will be purchased at 1/2 the new book retail price. If the bookstore is unable to buy your textbook, the Nebraska Book Company may be able to make you an offer at their wholesale prices.

Campus Housing

Dakota State University is committed to providing residence halls which are comfortable and safe and which support personal growth. Not only does the student who lives on campus benefit from interaction with others in his or her hall, but he or she is more aware of the opportunities available on campus for learning and growth and better able to take advantage of them. It is for this reason that the South Dakota Board of Regents requires all unmarried students, during the first two years from the time they were graduated from high school, who are enrolled on a main campus for six or more credit hours to reside on campus. A student may obtain an exemption from this requirement if they live full-time with their parents.

The combined capacity of Dakota State's four residence halls is 620. Emry Hall is home to 154 women and Richardson houses 192 men, while Higbie Hall (capacity 150) and Zimmerman Hall (capacity 124) are coed halls, with men and women on alternate floors. Each of the halls is staffed with a resident director, four resident assistants and a custodian. The resident assistants are students hired by the Residence Life Office to assist the resident director in creating and maintaining a quality living-learning environment. Each hall has a hall council, elected by the occupants, that serves to promote hall spirit and involvement. In addition, two apartment buildings, each having four 4-person and four 5-person apartments, are available to second and subsequent-year students.

Housing contracts are sent by the Admissions Office to prospective students upon their being accepted for enrollment. Room assignments are made by the Residence Life Office for new students in the order that their completed contract and room deposit is received. Roommate requests will be honored when each person requests the other as a roommate. All rooms are double occupancy. Single occupancy of a double room is permitted, where space is available and the student has paid the Single Room Charge, on the basis of seniority in terms of semester hours completed. Students receive their room assignment by mail beginning in mid-summer and are expected to move into the room assigned to them.

Each room is provided with study desks and chairs, single beds (consisting of frame, box spring and mattress and pad), closets and curtains. Additional furnishings in reasonable amount and size are permitted, including a small (two cubic feet) refrigerator. Students may purchase or construct lofts which meet hall standards. Local telephone service is included in the semester room fee and students are expected to provide their own phone. Students may obtain cable TV for \$25 per month (\$100 per semester) and, if they bring their own computer, may have it linked to the campus Local Area Network for

\$60 per semester. Each hall has one or more kitchens, a small computer lab, TV lounges and card/coin-operated washers and dryers.

Center of Multicultural Affairs

The Center for Multicultural Affairs (CMA) is located in the lower level of the Trojan Center, adjacent to the Underground Lounge. The CMA is a place for all students to “hang out!” The CMA is a Video game and DVD lounge, leadership, computer and cultural resource area, and a favorite meeting place for students. There **You** can find: students studying, playing their favorite video game, checking their email, relaxing with a hot cup of “Joe,” or just being . . .

Diversity Services

The principle responsibility of the Office of Diversity Services (ODS) is to educate and enhance the understanding, commitment, awareness, and dedication of the university to pluralism, social justice education, and preparedness to be successful in the evolving “global village.” The Office of Diversity Services focuses on three areas of enrichment: (1) educating the campus concerning people of culture and social justice; 2) increase enrollment and graduation rate of students of culture; 3) create a hospitable and successful learning environment for students and faculty of culture. The Office of Diversity Services (ODS) is dedicated to advocating, educating, and supporting all students, faculty and staff.

The Office of Diversity Services offers co-curricular leadership opportunities, cross-cultural events, and scholarships. The Office of Diversity Services advocates and supports cultural identity and anti-racist development: the Native American Club and Multicultural Leadership Collective are part of the diversity and social justice initiative at Dakota State University.

Food Service

The University Food Service is operated by Fine Host Corporation for the benefit of the students and staff of Dakota State University. The Marketplace, located in the Trojan Center, is the dining room of the campus. The a la carte pricing of all items allows the customer to select from a wide variety of food choices. A computerized cash register deducts the value of the food selected from the individual's meal plan balance.

The University Marketplace is a short walk from the surrounding residence halls. Its hours have been designed to fit student needs - 7:30 a.m. to 12:30 p.m. Monday through Thursday, 7:30 a.m. to 9:00 p.m. on Friday, 11:00 a.m. to 9:00 p.m. on Saturday and 11:00 a.m. to midnight on Sunday. In order to meet the diverse interests of our customers, the University Marketplace offers an expanded style of service, including snack items, full meals, salads, pizza, fresh baked foods and deli and grill items seven days a week. There are no restrictions on times to eat, what to eat or where to eat. The University Marketplace also features “Hot Stuff” pizza with an on-campus delivery option.

The University Plan is the basic meal plan and is designed for the moderate eater who will miss some meals. The total price, with tax, is \$741.00. The State Plan costs \$818.00, but provides \$843.00 in purchasing power. The Dakota Plan provides \$894.00 of purchas-

ing power and costs \$844.00. The 8-plex plan provides \$600.00 of purchasing power and is designed for students residing in the 8-plexes.

The University Food Service professional staff is dedicated to providing each student with as much personalized service as possible. Each student is treated as an individual, with individual concerns and interests. A Food Committee exists to relay student suggestions and concerns directly to the Food Service Director. Students are encouraged to contact the committee or the director with questions and suggestions.

University Card

The University Card is the official identification card for the DSU community. It provides access to the Karl Mundt Library, the Community Center, residence halls and Trojan Center, and various activities and athletic events. New students receive their Card upon their arrival to campus; thereafter, the Card is electronically reactivated each semester. The Card, which is not transferable to another person, should be carried at all times on campus.

In addition to serving as an access card, the University card carries the declining balance of one of the three meal plans, and also provides a prepaid, stored value program called Trojan Gold. Funds stored as Trojan Gold may be used at the Bookstore, the Production Center, vending machines, laundry machines, copiers, concessions and the Marketplace. It can also be used at several merchants off campus including Pizza Hut, Pizza Ranch, Skippers, Taco Johns, 2nd Street Diner, Citgo Classic Convenience and Dairy Queen. A minimum deposit of \$25 is required to activate the account; thereafter, funds may be added at any time by means of cash, check or credit card.

If a card is lost or stolen, it should be reported immediately to the University Card Office (256-5146) in the Student Services Center. Once deactivated, funds are protected. The account balance, which can be verified at each point of sale, carries forward from semester to semester. At the close of a person's term at DSU, the unused balance, if greater than \$20, is refunded.

Application and Admission Information

Admission Information

Admission to a Graduate Program

Students wishing to pursue a graduate degree program apply to and are admitted directly to that program. Applications should be sent to the Graduate Programs Office for processing and a review for deficiencies. Applications must be received in accordance with deadline requirements set for that program.

Minimum Admission Requirements

Dakota State University bases admission to its graduate programs upon the academic qualifications of applicants. The underlying principle for acceptance is a demonstration of ability to successfully complete the desired program. Basic entry requirements for unconditional admission include the completion of a baccalaureate degree from a regionally accredited college or university and evidence of the applicant's potential to complete graduate studies.

Evidence of potential for success includes:

1. Minimum undergraduate grade point average, as defined by the individual program;
2. Satisfactory score, on an official standardized admission tests, such as the GMAT or GRE; and
3. Demonstrated basic knowledge in the discipline, as defined by the specific program.

Individual colleges in which specific graduate programs reside establish specific standards for admission and are responsible for admission decisions for their programs.

Students are admitted directly to a specific graduate program. Admission to all graduate programs is competitive and may be limited by facilities and personnel constraints.

Additional Admission Requirements for International Students

All international applicants must be able to demonstrate sufficient proficiency in written and oral English to be successful in graduate school. Applicants whose native language is not English, and who have not obtained an undergraduate or graduate degree from an accredited American college or university, must take the Test of English as a Foreign Language (TOEFL) and score at least 550 (213 on the computer version). Students scoring below the minimum required score, but who otherwise meet the academic requirements, will be required to take non-credit concentrated English Language training at the Dakota State University Language Institute or some other similar language program. They will not be admitted to an academic program until they score 550 (213 on the computer version) on the TOEFL or pass the Michigan Test of English Language.

International Students must also be financially self-sustaining. DSU requires evidence that foreign applicants have financial support for at least two years.

Per South Dakota Board of Regents Policy, international students, their spouses and their dependents, except for those entitled to establish a legal domicile in South Dakota, who have enrolled in any Board of Regents university, are required to purchase the South Dakota Board of Regents endorsed student health insurance plan.

Certificate of Visa Eligibility

The University can issue a Certificate of Eligibility (I-20 Form) only after the applicant has been admitted to the graduate program, satisfying both English proficiency and financial sustainability. In general, foreign students should not plan to arrive on campus until they have been officially notified of admission and have received the I-20 Form. They should have an F-1 (student) visa issued in their native country.

Admission as a Non-Degree Seeking Student

Students applying for admission as non-degree seeking students must complete the Special Student- Post Graduate Application and submit it to the Graduate Programs Office for processing. A non-degree seeking student applies to take individual courses only, not for admission to a degree program. Special Students must have completed a baccalaureate degree. They are not required to submit transcripts or recommendations or to have a minimum GPA. Degrees will be verified.

The Application

Applicants are responsible for assembling and submitting all parts of the application for graduate study. Each applicant must provide the following: completed application form; one official transcript for all college work; three letters of recommendation; official scores of the standardized graduate admission tests (GRE or GMAT) required by the particular graduate program, and any required program specific documentation.

Graduate Application Form

A complete application form includes separate pages for a personal statement of educational objectives and educational/work honors. Specific degree programs may require additional documents or statements. A non-refundable application fee, drawn on a U.S. Bank, must accompany the form. If the application fee is not included, the application will not be processed.

Official Transcripts

Degree seeking students should have one official transcript from all institutions of higher education attended or currently attending sent directly to the Graduate Programs Office. Neither photocopies nor transcripts marked "student copy" are acceptable. Alternatively, official transcripts can be included in the application packet. To ensure their authenticity, the transcripts must be inside a sealed envelope. The registrar's signature and the school's seal must be across the sealed flap.

Students who apply before completing their baccalaureate degree should submit an incomplete transcript with their application. They should make arrangements to have the final transcript sent upon completion of the undergraduate degree. The final transcript should be filed during the first semester of graduate work.

Transcripts in a language other than English must be accompanied by an official translation provided by either a professional translation service or the college/university issuing the transcript.

Letters of Recommendation

Applicants should have three letters of recommendation, using the forms included with the application package, sent directly to the Graduate Programs Office. If instead the recommendations are included with the completed application, the references should seal their completed recommendation forms inside an envelope and sign across the sealed envelope flap to ensure confidentiality. Letters of recommendation should come from individuals who can comment on the applicant's academic ability and professional competency.

Standardized Graduate Admission Tests (GRE or GMAT)

DSU Graduate Programs require applicants to submit the scores from either the Graduate Record Exam or the Graduate Management Admission Test (GMAT). The test required varies with the program. Applicants should have the test scores sent directly to the DSU Graduate Programs Office. The DSU code numbers to use in order to have the test scores sent directly are:

- GMAT code number: 6066
- GRE code number: 6247

Both the GMAT and GRE are available in a computerized format and can be taken at any time at the following South Dakota site:

Prometric Testing Center
4904 South Technopolis Dr.
Sioux Falls, SD 57106

Information, including sample test questions and hints for taking the tests, is available at these addresses: www.ets.org, www.gmat.org, or www.gre.org.

Other documentation as required by individual college programs

Applicants should check the graduate programs section of the catalog for this information or contact the specific college or the Graduate Programs Office for more information on program specific application requirements.

Immunization Requirement

All new, incoming students born after 1956, who are degree-seeking students, and who receive instruction on a residential campus and students admitted after 1993 who are attending USD-SDSU-DSU in Sioux Falls must document their immune status for measles and rubella. Proof of two doses of measles vaccine or of the presence of an immune antibody titer against measles shall be required. Students who fail to provide satisfactory documentation of immune status will not be permitted to register or attend classes. **Immune documentation must be on file by the last day of late registration.**

International Student Applications

International applicants must submit evidence that they are proficient in English and financially self-sustaining. The following documents must be included in the application:

1. A baccalaureate degree that is recognized as equivalent to a 4-year bachelor's degree in the U.S. The credential must have an authorized signature clearly showing the date of entry in the program and date of graduation.

2. An English translation of their transcripts with a grade point average or overall percentage calculated and provided, either on the transcript or in a notarized document.
3. A minimum GPA of 2.5 on a 4.0 scale or the equivalent. The transcript or grade sheet must describe the grading system and indicate both the grading system used and the highest mark attainable and the lowest passing mark.
4. Test of English as a Foreign Language (TOEFL) Score
The university requires a score of 550 (213 on the computer version) or above.
OR
Proof of an undergraduate or graduate degree from an accredited college/university in the United States.
5. Documentation that they are financially self-sustaining.
Students may use the DSU Declaration and Certification of Finances form, official bank statements, notarized support letters, or some other official affidavit.

Submitting the Application

Applications should be sent to the Graduate Programs Office. Admission deadlines and entry semesters may vary. Please check with the Graduate Programs Office or the individual college to determine these. In general, applications should be submitted as far in advance as possible, but at least 30 days prior to the start of the entry semester. Applications from international students must be received at least 75 days prior to the start of the entry semester.

All materials submitted for application become the property of Dakota State University and will not be returned to the applicant.

Application Review and Evaluation

Only complete application files will be reviewed for admission. The Graduate Programs Office Director coordinates the admissions process with the graduate program committees. The Graduate Programs Office first reviews the arriving materials to ensure applications are complete and to determine whether or not minimum admission requirements and prerequisites for admission have been met. Applicants are then notified of receipt of the materials and whether or not there are deficiencies in the package. As soon as an application is complete, it is forwarded to the relevant graduate program admissions committee for evaluation at their next scheduled meeting. The graduate program committee makes admission decisions. The Director of Graduate Programs notifies applicants.

Incomplete Applications

On rare occasions, with well-defined extenuating circumstances, an incomplete application may be evaluated for admission to a graduate program. In such circumstances, the reasons for the deficiency must be documented. The committee has the authority to admit the applicant on a conditional basis or to waive the requirement.

Admission Status/Student Classification

Regular Admission (Unconditional Admission)

The university and its graduate programs seek highly motivated individuals with educational and professional credentials that will enable them to be successful graduate students. Admission is based upon a combination of factors. Applicants who meet all published minimum admission requirements for the graduate program to which they are applying will be admitted unconditionally to that program as a regular admission.

Additionally unconditional admission can be granted to students, who, based upon a combination of factors, show academic achievement and a potential for success. These factors include satisfactory undergraduate grade point average, satisfactory verbal and quantitative scores on standardized admission tests, and demonstrated basic knowledge within the selected field. The admission committees can use an equally weighted composite score combining these variables to determine admission status.

Conditional Admission

Applicants who do not fully satisfy all admission criteria, (e.g. grades, test scores, demonstrated basic knowledge in the discipline, or other credentials) but do show sufficient promise may be conditionally admitted to the graduate program. Conditional admission permits the student to enter the program on a trial or probationary basis. A student admitted on a conditional basis must demonstrate potential for success by achieving at least a grade of "B" in each course in the first 12 credit hours. Students who do not meet this criterion will be suspended. The program may limit the number of conditional admissions.

Special Student – Post-Graduate Status

Students holding a baccalaureate level degree who wish to take graduate course work, but who do not want to enter, do not meet admission requirements, or have not been admitted yet to a degree program, may be admitted and enroll in graduate level courses as special students -post-graduate. Special students have not been admitted to the graduate program. They have been given permission to enroll in specific courses and must meet prerequisite conditions for the specific course(s), as determined by the course instructor. They are not eligible for assistantships or financial aid.

If a special student decides to work toward a graduate degree, he/she must apply for admission into the degree program. Courses taken as a special student will be applicable to a graduate degree upon petition to the dean. A maximum of nine (9) graduate credit hours earned while enrolled as a special student may be applied to a graduate degree program.

Graduate Program Costs

Graduate Program Costs*

Costs for graduate school include tuition and fees, housing and food, books and supplies, and personal miscellaneous costs. The costs shown here include credit hour costs for tuition and fees, on-campus housing and meal packages.

Registration is not complete until all tuition and fees are paid in full. All fees, payments, and fines must be satisfied before any student records will be released and before a student is certified for graduation.

Since many factors can affect an individual's actual cost, you should contact the DSU Business Office to determine your cost.

Tuition

Several factors affect an individual's tuition, including residency, reciprocity, citizenship, and location of the class. South Dakota certified teachers, National Guard, and state employees are eligible for tuition reductions. Students who are awarded graduate assistantships also receive a reduced tuition. Graduate students who take undergraduate courses pay the undergraduate tuition rate for those courses.

Rates (per credit hour):

	Resident	Non-Resident	MN. Reciprocity
State Support	\$ 94.75 (graduate) \$ 62.40 (undergraduate)	\$279.30 (graduate) \$198.50 (undergraduate)	\$115.88 (graduate) \$ 71.13 (undergraduate)
Self Support	\$200.55 (graduate)	\$200.55 (graduate)	
Sioux Falls (Tuition +HEFF component)	\$154.70 (undergraduate)	\$154.70 (undergraduate)	
Self Support	\$181.60 (graduate)	\$181.60 (graduate)	
Outside SF	\$142.25 (undergraduate)	\$142.25 (undergraduate)	

Fees

Fees are assessed per credit hour and are used to cover a variety of expenses. The University Support Fee (USF) is assessed to replace expendable supplies, defray cost of maintenance, repair and replacement of equipment testing and other instruction related costs. The General Activity Fee (GAF) covers health, services, the student union and other student services, such as admission to plays and athletic events, and athletic facilities. They are assessed only on state-support classes.

Rates per credit hour

University Support Fee State	\$ 43.66
General Activity Fee	\$ 19.75
Salary Enhancement Fee (INFS/CIS courses)	\$ 3.80

Other Fees (Where Appropriate)

Application Fee	\$ 35.00
International Student	\$103.00
Master's Level Internship	\$120.00
Lab Fee- course	\$ 21.65
Late payment	\$ 10.00 + \$1.00 per day up to \$50.00
Late Registration	\$ 10.00
Course Challenge (each)	\$ 77.25
Thesis Sustaining	\$100.00

Housing and Food Costs

Although there are no residences reserved only for graduate students, graduate students are welcome to reside in student housing. All applications will be processed in the same manner. Housing is available on a first-come, first-served basis.

The Madison community has several apartment complexes and other off campus housing. The Graduate Programs Office has a list of apartment complexes and rental agencies.

Residence Hall (including telephone)

Double Occupancy –	\$721.00
Single Occupancy –	\$937.00

Apartments

Shared Room –	\$935.00
Single Room –	\$1,050.00

Food Service

Minimum –	\$741.00
Maximum –	\$844.00
Apt. Plan –	\$600.00

**All figures shown are recommended for 2001/2002. The Board of Regents establishes tuition and fees. They may be changed at any time without prior notification.*

Reciprocity Agreements**Western Interstate Commission on Higher Education (WICHE)**

Dakota State University participates in an undergraduate student exchange program. (WUE) Western Undergraduate Exchange, coordinated by the Western Interstate Commission for Higher Education. Through this program, students from Alabama, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, North Dakota, Oregon, Utah, Washington, and Wyoming may enroll in designated two-year and four-year institutions and programs in other participating states at a level lower than non-resident tuition. The tuition level for participants in the program is usually set at the resident rate plus 50

percent. For further information on this exchange program, contact Enrollment Services.

Minnesota Reciprocity Agreement

Minnesota residents shall be charged the rate established in the tuition reciprocity agreement between the South Dakota Board of Regents and the Minnesota Higher Education Coordinating Board. For further information on this exchange program, contact Enrollment Services.

Nebraska and Iowa

The adjacent state tuition rate is equivalent to 239 percent of the undergraduate resident rate for continuing students 150 percent for new students who enroll beginning fall 2001.

South Dakota Residency

To be classified as a South Dakota resident, a student must: 1) have been a bona fide emancipated resident of the state for at least 12 months, or 2) be the spouse or minor dependent of an emancipated person who has moved to the state for employment, or 3) must have married a bona fide resident of South Dakota. To change his/her state of residence to South Dakota for tuition purposes, a student must make application and be granted South Dakota residency by the Enrollment Services Center in Vermillion. The request to change residency status may be obtained from the Office of Enrollment Services at DSU. The request, along with all supporting documents, must be submitted to the Enrollment Services Center in Vermillion not later than the last day of late registration for the semester for which a student is applying for residency.

Physical presence in South Dakota for the predominant purpose of attending a university or other institution of higher learning does not count in determining the twelve-month period of residence.

Responsibility for Payment

Students are responsible for payment of tuition, fees, and any other charges owed to Dakota State University. If a student fails to pay an amount owed by the established due date, the University will assess a late payment fee at the rate approved by the Board of Regents (currently no more than \$50) and interest at the prevailing rate authorized by South Dakota Codified Law. Further, all accounts that the university is unable to collect will be submitted for collection and forwarded to a credit reporting bureau. The university will recover from the debtor all collection fees and attorney's fees that result from collection of an account. A student who adds any class hours after the billing invoices are issued for the semester must pay for those class hours by the established payment deadline or within 5 working days of registering for the class(es), whichever is later. Billing invoices for fall semester will be issued in early August; billing invoices for spring semester will be issued in late December. The university will not send billing invoices for added class(es). It is the student's responsibility to ascertain the amount due and remit it to the University. If a student does not meet the deadlines above, late payment penalties and interest will be added. Failure to attend class will not cancel the student's financial obligation to the university.

Financial Aid

Financial assistance to qualifying graduate students includes scholarships, loans, and assistantships. The Director of Financial Aid in the Office of Enrollment Services coordinates sources of student financial aid (agency, private, federal, state and institutional). This includes Veteran Benefits and National Guard Assistance. Enrollment Services staff can assist students in determining educational funding options. Both the Office of Enrollment Services and the DSU Home Page (Discover DSU and financial aid) have complete listings of financial aid programs, costs, policies, other financial aid information sites and alternative financing options.

Financial aid questions should be directed to DSU's financial aid director, Rose Jamison at (605) 256-5152.

Assistantships

Each semester, the university and the graduate programs award a limited number of assistantships to qualified students in their first and subsequent years of graduate study. Assistantships are first and foremost an educational tool, providing graduate students the opportunity to apply some of the skills and knowledge they have acquired. The award process is competitive, with the university striving to award graduate assistantships to those students whose skills and abilities most closely match the needs of the university.

Recipients of an assistantship receive a reduced tuition rate (1/3 state-support tuition rate) and a stipend as established by the Board of Regents. In return, assistants are required to work part-time within the university, usually in a job related to their program of study. They are paid to teach, support instruction, conduct research, or perform administrative tasks for the university. Three categories of assistantships exist: Graduate Teaching Assistantships (GTA), Graduate Research Assistantships (GRA) and Graduate Administrative Assistant (GAA)

To qualify for a graduate assistantship, students must be regularly admitted graduate students who are able to devote their full attention to the graduate program. Students seeking an assistantship must be registered for a normal course load concurrent with the appointment. Graduate students with other full time employment normally will not be considered for Graduate Assistantships. To apply for an assistantship, students must complete the Assistantship Application Form, including a description of specific skills, that is included in the application packet and submit it to the Graduate Programs Office for forwarding to the dean and program admissions committee. Appointments may be for any duration up to 12 months. Renewal is not automatic; rather it depends upon the academic performance of the student and the quality of work performed, and the needs of the University.

Veteran Benefits

Dakota State University programs are approved by the South Dakota State Approving Agency as eligible programs for veteran benefits. Any veteran or dependent entitled to benefits, including tuition assistance through the National Guard, should provide eligibility documents to the Veteran Affairs Coordinator at DSU. The Office of Enrollment Services coordinates and certifies student Veteran Benefits required for payment.



*Graduate Program -
College of Business and Information Systems
Master of Science in Information Systems (MSIS)*

College of Business and Information Systems



Dean:

Rick Christoph, Ph.D.



Program Coordinator:

Terry Dennis, Ph.D.

Education:

B.S., Clemson University
M.A., Clemson University
Ph.D., Clemson University

Education:

B.M.E., Clarkson College of Technology
M.S.I.A., Purdue University
Ph.D., Purdue University
AACSB Advanced Institute in
Information Systems,
Indiana University

Program Faculty:

Terry Dennis, Omar El-Gayar, Thomas Farrell, Tom Halverson,
Stephen Krebsbach, Ronghua Shan, Dan Talley, Minhua Wang, John Webster

Mission:

The mission of the College of Business and Information Systems is to educate and prepare students to be life long learners and professionals in business, information systems, computer science, business and computer education, and health information management. Inherent in the educational process is challenging individuals to develop information management skills, to think logically, and to make sound decisions. Information technology is integrated throughout the curriculum. This emphasis on information technology and faculty expertise provides the foundation for Dakota State University's Center of Excellence.

Graduate Program: Master of Science in Information Systems (MSIS)

Program Description

The MSIS is an advanced degree designed to prepare graduates for leadership positions in the information technology field. The MSIS provides the technical foundations of computer science combined with key business concepts and applications. The program focuses on the integration of information technology with business problems and opportunities, enabling information systems professionals to understand technological issues as well as business concepts and fundamentals.

The program requires 30 hours beyond the baccalaureate. All students must take six core courses (18 credit hours) and the Information Integration Course, which requires designing, developing and implementing a real application project (3 credit hours). All students must select a Career Track specialization comprised of three elective courses (9 credit hours). Specializations include Data Management, Electronic Commerce, Networking or General. The General specialization requires taking one course (generally, the first course in the specialization) from each of the other three specializations. It is possible to take additional hours if desired, and it may be possible to combine specializations.

Program Delivery

Courses in the MSIS program will be offered using a variety of instructional delivery methods, including Internet, interactive audio/video, and traditional classroom setting. All courses are web-enhanced and are available on campus, in Sioux Falls, statewide via interactive audio/video, and at a distance using desktop technology. Certain specialization courses require a lab-intensive concentrated time (2 weeks or weekends) on campus. The program can be completed on a full or part-time basis, with classes offered in three academic terms.

Admission Requirements Specific to the MSIS

The Dakota State University Master of Science in Information Systems programs seeks highly motivated individuals with education and professional credentials that will enable them to be successful graduate students. Admission to the program is based upon a combination of the following requirements:

1. Baccalaureate degree from an institution of higher education with full regional accreditation for that degree.
2. Minimum undergraduate grade point average of 2.5 on a 4.0 scale.
3. Satisfactory scores on the GRE/GMAT. The test must have been taken within the last five years.

OR

A test waiver based upon 10 or more years experience in an appropriately related field. To be eligible the experience must demonstrate progressively more responsible positions. A waiver also requires an undergraduate GPA of 3.0 or higher.

OR

A test waiver based upon official admission into and demonstrated success in another regionally accredited graduate program in the U.S. Demonstrated success means grades of A or B in at least 12 hours of graduate work.

4. Demonstrated basic knowledge in both business fundamentals and information systems. Basic knowledge can be demonstrated in several ways, including:
 - a. BS in information systems
 - b. BS in business administration combined with information systems work experience; or
 - c. A combination of any baccalaureate degree and appropriate work experience. Students who cannot demonstrate basic knowledge may be admitted unconditionally to the program if they meet the other minimum requirements, and the program committee is convinced their credentials indicate potential for success. These students will be required to take additional prerequisite and/or foundation course work.

Other factors (such as student maturity, references, or special expertise) also may be used to determine admission to the program.

Specific Application Information:

1. To request a GRE/GMAT waiver, applicants must use the Waiver Form, available at the MSIS website or from the Graduate Programs Office.
2. Application deadline: All application materials must be received at least 30 days prior to the published start date of the semester in which the applicant wants to enter the program. International students, living outside the U.S., must submit all application materials two and one-half (2-1/2) months prior to the published start date.
3. Entry Semesters: Students may enter the program in fall or spring semester.

Program Requirements: Prerequisites

All students must be able to demonstrate basic knowledge in both business fundamentals and information systems. This knowledge includes:

- knowledge of economics from the micro-economic approach, understanding markets, the price system, and the allocation of resources;
- knowledge of finance including, financial statement analysis, capital investment analysis, working capital management, and corporate financing ;
- ability to do spreadsheet computations and analysis; and
- understanding of the behavior of individuals and groups in a business organization such that they can analyze organizational systems and take appropriate action with particular business structures.

Students must also understand the principles of programming and be able to program. The preferred languages are Visual Basic and C++.

Basic knowledge can be demonstrated in a variety of ways:

- Undergraduate or graduate degree in information systems;
- Undergraduate or graduate degree in business combined with experience in information systems;
- Relevant experience in business and/or information systems combined with a baccalaureate (or graduate) degree in any field; or
- A combination of appropriate coursework and satisfactory experience.

Students who lack basic knowledge can satisfy the requirement by taking undergraduate or graduate level business and information systems courses that serve as prerequisites and/or graduate level foundation courses. Prerequisites may be taken from any regionally accredited college or university. Students wishing to use experience to demonstrate basic knowledge may be asked to test out of the relevant prerequisite course.

Program Requirements: Foundation Courses

Foundation courses are intended for those students who have not taken any information systems coursework and/or who have no experience that can be used as a demonstration of basic knowledge in information systems. They are also excellent courses for those individuals who want to reinforce their experience and knowledge.

Program Requirements: Required Courses

Required courses, to be taken by everyone admitted to the program, include six core courses (18 credit hours) and the information integration course (3 credit hours).

Program Requirements: Career Track Specializations

The specialization courses build upon the core courses and should be taken after the majority of core courses have been completed. Students must select a specialization of three courses (9 credit hours). Specializations include Data Management, Electronic Commerce, Networking, or General. The General specialization entails taking one course from each of the other three concentrations. It is possible to take additional electives if desired, and it may be possible to combine courses for a dual concentration.

Courses:

See Graduate Course Offerings for a detailed description of the courses listed here.

Masters of Science in Information Systems

Undergraduate Prerequisite Courses: 9

BUS 360	Organization & Management	3
BUS 595	Econ & Fin for IS Professionals	3
CIS 595	Info Systems Programming	3

Information Systems Foundation Courses: 6

INFS 601	Information Tech Hdw & Softw	3
INFS 612	Mgmt and Eval of Info Systems	3

Required Courses: 21

INFS 634	Sys Analy & Design CASE-based Tools	3
INFS 684	Database Design & Performance Analysis	3
INFS 730	Programming for E Commerce	3
INFS 750	Telecommunications Tech & Management	3
INFS 755	Project and Change Management	3
INFS 780	Information Technology Strategy & Policy	3
INFS 790	Information Systems Project	3

Select one career track:

9

Data Management

INFS 786	Data Warehouse & Data Mining	3
INFS 787	Information Retrieval	3
INFS 788	Emerging Database Technologies	3

Electronic Commerce

INFS 740	Electronic Commerce	3
INFS 741	Web Server Management	3
INFS 786	Data Warehouse & Data Mining	3

Networking

INFS 753	Adv. Network Technology	3
INFS 740	Electronic Commerce	3
INFS 754	Adv. Network Management	3

General

INFS 740	Electronic Commerce	3
INFS 753	Adv. Network Technology	3
INFS 754	Adv. Network Management	3



*Graduate Program -
College of Education
Master of Science in Education in
Computer Education and Technology (MSCET)*

College of Education

**Dean:**

Thomas Hawley, Ph.D.

**Program Coordinator:**

Mark Hawkes, Ph.D.

Education:

B.A., South Dakota State University
M.A., University of Northern Colorado
Ph.D., University of Texas at Austin

Education:

B.S., Brigham Young University
M.S., Brigham Young University
Ph.D., Syracuse University

Program Faculty:

Dan Coldeway, Tom Farrell, Deb Gearhart, Mark Hawkes, Roger Reed,
Vicki Sterling, Haomin Wang, Robert Warren

Mission:

The 1881 Dakota Territorial Legislature established Dakota State University to prepare teachers to help meet the needs of an emerging society - that of the western frontier. Today, South Dakota again faces a new frontier - the Information Age - and Dakota State University now prepares teachers to meet the new challenges and to lead the process of change in schools. Our graduates have the will, the expertise, and the vision to advocate for the paradigm shifts that will be required of schools in the 21st century.

The mission of the College of Education is to prepare teachers who are catalysts for change - teachers who will be able to identify new demands on schools and teachers, posit creative solutions, and marshal a wide range of resources to affect necessary changes.

Graduate Program: Master of Science in Education in Computer Education and Technology (MSCET)

Program Description

This program is designed to equip educators to function in a new paradigm, the Information Age school. It will equip Information Age educators to be:

- leaders in educational technology;
- current in teaching and learning processes and practices;
- current in research technologies and designs;
- knowledgeable of technologies and programming skills;
- knowledgeable of current, technology-based educational tools and products.

Specifically by the end of the program MSCET students will understand the capabilities of the computer and its impact upon education. They will be proficient with programming languages and in the use and application of computer software and will be able to demonstrate proficiency in using computers and related technologies to improve their own and their students' learning.

The Master of Science in Education in Computer Education and Technology program is a program, offered by Dakota State University in collaboration with the University of South Dakota. Each university's program has a unique focus, with DSU primarily providing graduate education for K-12 classroom teachers. The programs share a common core of five courses (15 credit hours).

The Master of Science in Education in Computer Education and Technology program requires a total of 36 credits beyond the baccalaureate degree: 15 hours of required common core courses (shared between DSU and USD); 13 hours of required DSU courses; and 8 hours of electives.

Program Delivery

Courses are offered using a variety of web-enhanced instructional delivery methods using desktop technology. Delivery methods include Internet, Interactive Audio/Video (V-Tel) using the Dakota Digital Network (DDN), and summer-scheduled on-campus classes.

Admission Requirements Specific to the MSCET

The Dakota State University Master of Science in Education in Computer Education and Technology program seeks highly motivated individuals with educational and professional credentials that will enable them to be successful graduate students. Admission to the program is based upon a combination of the following requirements:

1. Baccalaureate degree from an institution of higher education with full regional accreditation for that degree.
2. Successful completion of an accredited teacher preparation program or state teacher certification.
3. Academic achievement and potential based upon a satisfactory undergraduate grade point average (2.7/4.0) and satisfactory verbal and quantitative scores on the Graduate Record Examination. To measure achievement and potential we

may use a composite score combining GPA and GRE. The test must have been taken within the last five years.

4. Demonstrated basic knowledge of computers and their applications for educational purposes. Basic knowledge can be demonstrated in one of the following ways:
 - a. Technology endorsement from an accredited university
 - b. Inservice position as full or part-time technology coordinator in a public school.
 - c. A personal statement of technological competency. The statement should not exceed 2 pages and should be accompanied by supporting documentation or electronic references, e.g., URL.

Students who are deficient in one or more requirements may appeal to the program admission committee to request a review of their “unique” conditions or circumstances related to program admission.

Specific Application Information:

1. Applicants with teaching certification must include information on that certification.
2. Applicants must document that they have basic knowledge of computers. They can do so either by showing that they have a technology endorsement from an accredited university or hold an in-service position as full or part-time technology coordinator in a public school or by including a personal statement of technological competency.
3. Entry Semesters: Students may enter the Computer Education and Technology Masters in either summer or fall semester.
4. Application Deadlines: Applications must be received 30 days prior to the start of the desired entry semester.

Program Requirements: Required Courses

Required courses include both 15 hours of common core courses, collaborative courses shared by DSU and USD, and 13 hours of DSU required courses. The common core curriculum, delivered statewide using distance education technologies, is required of all students in the program. DSU and USD each teach two of the courses and share in the delivery of the fifth course. The five courses that have been identified as common to both programs have the same course prefix, number, title, course description, objectives, and syllabus. Students must also take six DSU required courses (13 credit hours).

Program Requirements: Elective Courses

Students must complete 8 hours of elective courses, choosing either the thesis or non-thesis option. The thesis option, CET 796, counts for four elective credit hours.

Courses:

See Graduate Course Offerings for a detailed description of the courses listed here.

Masters in Education in Computer Education and Technology**Required Courses:****28**

LT 711	Teaching and Learning in the Info Age	3
LT 716	Systematic Design of Instruction	3
LT 726	Technology in the Curriculum	3
LT 731	Multimedia Production	3
LT 741	Distance Learning Systems & Design	3
CET 720	Evaluating Technology Outcomes	3
CET 751	Computer Hardware & Networking Essentials	3
CET 756	Intro. to Instructional Programming	2
CET 765	Leadership in Technological Change	2
CET 785	Computer-based Ed. Research & Statistics	3

Choose 8 credits from the following:**8**

CET 740*	Systems Theory in Distributed Education	3
CET 747	Web & ITB Based Applications of Distance Education	3
CET 749*	Policy and Management of Distance Education	3
CET 750**	Authoring Systems	2
CET 753**	Network Management in Educational Institutions	2
CET 758**	Adv. Instructional Programming	2
CET 760	Social Impact of Computer Technology	2
CET 769	Adult Learning of Distance Education	3
CET 770	Special Topics: (topic to be determined by request)	1-3
CET 782	Seminar	2
CET 787	Practicum ¹	1-3
CET 790	Educational Computing Research Project ²	2
CET 796	Thesis ³	4

* Students who want to focus in Distance Learning should choose these courses.

** Students who want to focus in Technical Systems should choose these courses.

¹ Students registering for the practicum must obtain permission from their advisors.

² Students who take the Educational Computing Project may not also choose the thesis option (CET 796).

³ Thesis Exception: Students who choose the thesis option cannot also take the Educational Computing Research Project (CET 790) or complete a practicum (CET 787)

Graduate Course Offerings

Not all courses are offered each academic semester.

Art

ART 651 Intermediate and Advanced Ceramics 1-3 Credits

Intermediate and advanced techniques of building and throwing; study of technical and aesthetic relationships in the medium of clay. Prerequisite: ART 251, ART 451 or equivalent, and consent of instructor.

Business

BUS 595 Economics and Finance for Information Systems Professionals 3 Credits

Provides an overview of information principles and concepts in business, economics, and finance with an emphasis on applications for the information systems professional. Special emphasis will be placed on economic and financial models that have direct applications to information systems and related areas.

Computer Education

CED 500 Integrating Computers into K-12 1-3 Credits

The integration of technology into classroom for K-12 teachers will be emphasized. Presentation packages, web creation and management software, and suites of productivity software will be used to facilitate the integration of the technology into the classroom. Prerequisite: Baccalaureate degree and teaching experience.

CED 570 Special Topics 1-3 Credits
Topic or field of special interest in computer education.

CED 586 K-12 Computer Network Planning and Management 3 Credits
This course covers the design and management of K-12 computer net-

working systems. Prerequisite: CSC 206 or equivalent and Baccalaureate degree.

Computer Education and Technology

CET 720 Evaluating Technology Outcomes 3 Credits

Focus on the processes and procedures for identifying the outcomes of technology use at the learner, program, and institutional levels. A survey of strategies is also conducted for using technology in student assessment, and for assessing learner outcome of technology integrated curricula.

CET 740 Systems Theory in Distributed Education 3 Credits

This course focuses on general systems theory applied to education and the various versions of systems and cybernetic thought important in instructional preparation and delivery. The course emphasizes the importance of systems thinking in distributed and distance education at all levels. The course also teaches principles of instructional systems design and their underlying rationale and theory. Students are expected to learn theoretical, practical and analytic approaches to all aspects of systems and instructional system design.

CET 745 Analysis of Educational Computers and Software 2 Credits

Research-based survey of evaluation strategies available to determine the impact of computer technology and its applications on student learning. Evaluation models and criteria are discussed as they apply to learning goals. Prerequisite: LT 711 and LT 716

CET 747 Web and ITV Based Applications of Distance Education 3 Credits

A study of the processes and procedures for using web-based and distance

education technologies to support learning. The course includes a survey of instructional strategies on these platforms best addressing unique learning styles. The focus will be on applying the technology in ways the facilitate learner collaboration, distributed learning and an engaging learning environment.

CET 749 Policy and Management for Distance Education 3 Credits

Using the systems approach, this course focuses on identification and analysis of the institutional policies, management procedures and strategic planning efforts necessary to managing distance education programs in a way that is engaging and equitable to the learner. Topics include: conducting needs assessments, preparing new programming tools, marketing plans, developing budgets and management plans, developing evaluations, and so on.

CET 750 Authoring Systems 2 Credits

Developing computer-based educational software using hypermedia, authoring languages, telecommunications, and programming languages based on current educational research. Prerequisite: CET 756

CET 751 Computer Hardware & Networking Essentials 3 Credits

A study of computer hardware and networks used in the educational setting. Topics include hardware maintenance and upgrade, network wiring, topologies, planning, installation and maintenance of computer networks.

CET 753 Network Management in Educational Institutions 2 Credits

Network management of education institutions networks. Topics include protocols, security, configuration of storage, backup and performance,

printing, remote access, virtual private networks, tuning and troubleshooting. Prerequisite: CET 751.

CET 755 Management of Technology 2 Credits

An in-depth study focusing on the procurement and management of technology in the educational setting. Prerequisite: LT 711, LT 726, and CET 751

CET 756 Introduction to Instructional Programming 2 Credits

Computer programming to promote human/computer interaction, especially as it applies to students and education. Emphasis on applying fundamental programming concepts and proper programming techniques to instruction.

CET 758 Advanced Instructional Programming 2 Credits

Development and application of educationally sound programs for a variety of student groups and subject areas. An extension of techniques developed in CET 756 Advanced Instructional Programming I. Prerequisite: CET 756

CET 760 Social Impact of Computer Technology 2 Credits

Telecommunications technologies will be used to research the social impact of technology on other social systems. Future trends of technology will be explored for the purpose of examining the paradigm shift in education and training.

CET 765 Leadership in Technological Change 2 Credits

The course is designed to develop an understanding of how to create and support technological change through a

systems approach. Topics include sources of resistance to change, tools for planning, decision-making and change, creating and supporting a culture for learning and change, and managing and institutionalizing change systems.

CET 769 Adult Learning for Distance Education 3 Credits

Adults form the largest group of participants in most distance educational programs. An understanding of adult learning and the principles of instruction that relate to adults are critical ingredients to an understanding of distance education success. This course examines various approaches to adult learning and critically examines theories of adult learning including: a) pedagogy; b) constructivism; c) individualized instruction; d) learner control; and e) motivational theories of adult learning and development. Students will study the development of adult learning as school of thought in contemporary education as well as recent research focusing on methods important for adult learning success, especially related to distance education.

CET 770 Special Topics 1-3 Credits

Advanced study covering topics not regularly taught in the computer education and technology program.

CET 775 Trends in Computers and Technology 2 Credits

A study of the emerging trends and projections in computer education and technology.

CET 782 Seminar 2 Credits

A study of specialized aspects of educational computing and technology.

CET 785 Computer-based Educational Research & Statistics 3 Credits

Designed to develop the skills of the practitioner to be a consumer of

computer-based learning research. This course covers basic and applied computer-based education research design and the interpretation statistics.

CET 787 Practicum 3 Credits

Supervised computer education or computer technology experiences in K-12 classrooms or schools.

CET 790 Educational Computing Research Project 2 Credits

The design of significant action research in an area of computer education and technology. Prerequisite: CET 785

CET 796 Thesis 4 Credits

Computer Information Systems

CIS 595 Information Systems Programming 3 Credits

Planning, coding, and testing computer programs that can be used for business applications. Emphasis will be on programming event driven graphical user interfaces.

Computer Science

CSC 570 Special Topics 1-3 Credits

Topic or field of special interest in computer science.

Education

ED 540 Writing Assessment at the K-12 Level 1 Credit

This course covers writing traits and assessments for K-12 students. Emphasis will be on the application of teaching writing skills.

ED 550 Motivation and Classroom Discipline 2 Credits

This course is designed to enable classroom teachers to clearly and firmly

communicate their wants and needs to their students. It will prepare teachers to respond in a manner which will maximize their potential to deal more effectively with elementary or secondary students. Prerequisite: approved for graduate level course work.

ED 555 Adolescents: Managing Instructional Processes 4 Credits

Designed to enhance the preparation of elementary and secondary school educators in the field of middle school education. Guided by a review of the literature, the course will include characteristics and needs of middle school students, description and implementation of exemplary middle school practices and programs.

ED 570 Special Topics 1-4 Credits

Topic or field of special interest in Education.

ED 574 Introduction to Telecommunications for K-12 Educators 2 Credits

The course is designed to assist practicing teachers in using and integrating telecommunications technology in curriculum restructuring. Emphasis will be placed on internet access for retrieval, development and evaluation of curriculum materials, and participation in education electronic discussion groups. Prerequisite: Consent of instructor.

ED 650 Adolescents: Learners & Their Behaviors 4 Credits

Designed for experienced elementary and/or secondary school teachers seeking to meet SD Division of Education requirements for Middle School/Junior High School teacher endorse-

ment. Prerequisite: Baccalaureate degree and teaching experience.

ED 665 Development of Computer Integrated Curricula 1-3 Credits

This course is designed to assist teachers in developing a computer-integrated curriculum in varying content areas. Prerequisites are a degree or endorsement in teaching, at least one course in computer application plus approval by the instructor

ED 745 Supervision/Collaboration for Student Teachers 3 Credits

Designed specifically to meet the needs of those engaged in mentoring pre-service and novice teachers. The emphasis is on effective supervision and collegial collaborative, and professional development procedures or determined by research and experience. Prerequisite: teacher certification and three years of professional teaching experience.

Education Administration

EDAD 782 School Improvement and Administration Relations 3 Credits

Addresses the extensive research relating to the effective school movement. Pertinent conceptualizations and research related to school climate, instructional leadership, focus, and the establishment of school/teacher expectations will be discussed. Research based tools and skills will be employed as well as essential processes for communication with administrators and teacher's organizations.

Educational Research

EDER 711 Principles of Educational Measurement and Assessment 3 Credits

This course covers reliability, validity, item analysis, standardized group tests,

and other issues relative to the use of educational and psychological measures. Attitudes, aptitudes, achievement, career, and personality measures are also examined. Performance assessment and computer applications are also introduced.

Elementary Education

ELED 550 Writing to Read 1-3 Credits

A computer-based methods of teaching which combines reading and writing for the beginning reader. Participants will experience a primary school lab setting.

English

ENGL 570 Special Topics 1-3 Credits

Graduate-level study of an aspect of language or literature. Prerequisite: A completed undergraduate major in English or in language study or consent of instructor.

ENGL 670 Special Topics 1-3 Credits

Topic or field of special interest in English for Information Systems.

History

HIST 619 SD History Study Tour

1 Credit

A guided tour of SD paying particular attention to the sites of historical significance. The emphasis in this course is on connecting various historical readings to the sites under discussion and understanding the geographical connection to the development of SD history, culture and society. Prerequisite: Bachelor's Degree

Humanities

CHUM 650 Computing for the Humanities

3 credits

A study of computer applications in the humanities such as analysis of texts,

arranging data from research, and formatting for printing and desktop publishing. The course can be taught via the Internet. Prerequisites: An undergraduate major in the humanities or a minimum of 24 semester hours coursework in the humanities and an understanding of operating systems; in addition, when the course is taught via Internet, a thorough familiarity with mainframe electronic mail.

Information Systems

INFS 570 Special Topics 1-2 Credits

Topic or field of special interest in Information Systems.

INFS 601 Information Technology Hardware & Software Concepts

3 Credits

Advanced topics in information technology focusing on the theory and application of computer-based hardware and software systems. Computer architecture, design and performance issues are considered. Software design, operation and optimization are also considered. Students will work with at least two operating systems (i.e. UNIX and Windows) and application software. Required for non-information systems undergraduates.

INFS 612 The Management and Evaluation of Information Systems

3 Credits

Introduction to the application of information systems in organizations and the role of managers in providing IS services to the organization. While the course includes a survey of the various topics that comprise information systems, it also focuses upon the knowledge and skills required to obtain organizational resources and manage the

various IS components. Prerequisite: BUS 595 or equivalent

INFS 634 Systems Analysis & Design Using CASE-based Tools 3 Credits

A study of the advanced theory and practice of systems analysis and design concepts and techniques, with an emphasis on the design part of the systems analysis process. Computer aided software engineering (CASE) tools is emphasized throughout the course. Prerequisite: INFS 601 and INFS 612 or equivalent

INFS 684 Database Design and Performance Analysis 3 Credits

A study of the objectives of database design, creation, update and access. Data structures, storage, representation, dictionaries and advanced concepts are considered. Techniques of programming language interfaces, structured query languages (SQL) are utilized. Prerequisite: INFS 601 or equivalent

INFS 730 Programming for E Commerce 3 Credits

An introduction to the architecture of WWW, usability of Web site design and Web client programming. There is a substantial programming component in the course. Prerequisite: CIS 595 or equivalent

INFS 740 Electronic Commerce 3 Credits

A study of Internet and Electronic commerce systems. Emphasis on infrastructure of electronic commerce online user behavioral differences, marketing on the Internet, online advertisement, electronic payment systems, strategy and implementation, privacy and security issues, and global

digital economics. Students will develop prototypes of electronic commerce sites with database interfacing, data validation, and scripting. Prerequisite: INFS 612 or equivalent and INFS 684

INFS 741 Web Server Management 3 Credits

A survey of techniques to manage web servers. Topics include advanced design issues, web server configuration, security algorithms and implementations, Web mining, load balancing, server extensions, web agents, and current design techniques. Prerequisite: INFS 730 and INFS 740

INFS 750 Telecommunications Technology & Management 3 Credits

A study of telecommunications theory, systems, and networks according to the OSI model. Special consideration is given to Internet, Intranet, local and wide area network design, technical requirements, operation, and management. Prerequisite: INFS 601 and INFS 612 or equivalent

INFS 753 Advanced Network Technology 3 Credits

An advanced study of network technology fundamentals. The course stresses the state-of-the-art developments which support the World Wide Web and a wide array of specific applications. Some implementations will use pseudo-code. Prerequisite: INFS 750

INFS 754 Advanced Network Management 3 Credits

An advanced study of network management concepts, architectures, protocols, models, tools, systems, and applications. Prerequisite: INFS 750

INFS 755 Project and Change Management 3 Credits

A study of the principles and techniques used in managing information systems and organizational change projects. Project management software will be used in this course. Prerequisite: INFS 612 or equivalent

INFS 780 Information Technology Strategy and Policy 3 Credits

Focus on the use of information systems technology to develop and maintain a strategic competitive advantage. Topics also demonstrate how Information Systems technologies are used to enhance organizational performance and effectiveness. Prerequisite: Completion of all other core courses or permission of the professor.

INFS 786 Data Warehousing & Data Mining (OLAP) 3 Credits

The main concepts, components, and various architectures of Data Warehouse. Advanced data analysis and optimization of Data Warehouse Design. Data Warehousing and OLAP tools. Applying data mining algorithms to retrieve highly specialized information or knowledge about the data stored in the Data Warehouse. Prerequisite: CIS 595 and INFS 684 or equivalent

INFS 787 Information Retrieval 3 Credits

Introduction to the criteria and techniques that make an information retrieval system efficient, effective and usable. Topics covered include retrieval models, query languages and operations, text and multimedia languages, distributed information retrieval, user interfaces and visualization, data mining, and integration with database systems.

Prerequisite: CIS 595 and INFS 684 or equivalent.

INFS 788 Emerging Database Technologies 3 Credits

Use of emerging technologies and software to represent, manipulate, and manage data. Object-oriented DBMS and support for graphics and CAD/CAM applications. Strategies for using advanced DBMS tools and CASE tools to manage data and using high-level languages and natural languages to retrieve and manipulate data. Prerequisite: INFS 786 and INFS 787

INFS 790 Information Systems Project 3 Credits

Special projects developed to integrate the specialized skills and knowledge presented throughout other courses in the Master curriculum. Practical knowledge will also be acquired through the application of theoretical concepts to actual computer systems problems and opportunities in a real-world situation. Prior approval of the project is required.

Learning Technologies**LT 711 Teaching and Learning in the Information Age 3 Credits**

This course involves an analysis of teaching and learning in the Information Age emphasizing application of Constructivism, information processing, and other theories of teaching and learning with emphasis on computer-based learning.

LT 716 Systematic Design of Instruction 3 Credits

Students will learn concepts and tools for applying systems theory to instructional design including needs, instructional, learner, and context analyses,

objectives, assessment, strategy, development, and evaluation. Addresses client learning needs in various organizational settings: business, industry, government, health care, education, and non-for profit.

LT 726 Technology in the Curriculum **3 Credits**

The course promotes the systematic design and development of computer-based and related technologies curriculum. The course also examines the impact of technology on the teaching and learning process.

LT 731 Multimedia Production **3 Credits**

Students learn principles of visual design, use of sound and color, and hands-on production of text and animated resources for use in educational and training materials for the development of interactive multimedia and hypermedia lessons and presentations.

LT 741 Distance Learning Systems and Design **3 Credits**

The course emphasizes the design, delivery, and evaluation procedures necessary to enable successful distance learning. Student will examine administrative, instructional and technical issues associated with integrated delivery systems to assume roles in distance and on-site training/education.

Library Media

LIBM 670 Special Topics **1-4 Credits**

Covers selected topics in information needs, information seeking, information technology, information evaluation, and information use. Topics vary from semester to semester.

Mass Communication

MCOM 550 Advanced Electronic Publishing **3 Credits**

This course will expand the student's knowledge of electronic publishing layout, and publications design. This course will use specialized computer software and hardware to enhance the student's abilities with computerized layout and design. Prerequisite: ART 121, MCOM 350, ART 290 or equivalent experience

MCOM 570 Special Topics **1-3 Credits**

Topic or field of special interest in mass communications, such as electronic publishing.

MCOM 670 Special Topics **1-3 Credits**

Topic or field of special interest in electronic publishing.

Music

MUS 600 Computers and Music Technology **1 Credit**

Study of several areas of contemporary computer usage in music: notation, MIDI, sequencer, performance, and CD-ROM, Internet, etc. Prerequisite: Undergraduate music major or equivalent background or study.

Science Education

SCED 515 Implementing National Mathematics Standards (K-12)

1-2 Credits

Designed for teachers of Mathematics (K-12) to coordinate the schools' mathematics curriculum and improve the teachers' ability to implement the National Council of Teachers of Mathematics Standards (MCTM). Emphasis will be on the use of manipulative and computer technology. Prerequisite: Baccalaureate degree and permission of the instructor.

SCED 565 Interfacing Laboratory Equipment with Computers 1-2 Credit

The course has two modules: (1) Construction and use of science lab probes, e.g. temperature and light, which can connect to a computer port; and development and presentation of classroom/laboratory applications using the probes; (2) Use of BASIC to modify software to meet diverse application needs; and development and presentation applications using the modified software. Participants may take module 1 for one credit or both modules for two credits. Prerequisite: Bachelors degree and experience as a high school, junior high or middle school science teacher; a knowledge of BASIC is required to register for the second hour of credit. The first module is a prerequisite for the second module.

SCED 635 Computers in the Mathematics Classrooms 2 Credit

To assist elementary, middle school and secondary teachers in using computers in the mathematics curriculum. Open only to elementary, middle and secondary teachers and administrators. Some knowledge and skill with computer spreadsheets is required.

SCED 645 Science Education for Elementary Teachers 1 Credit

Science concepts are presented with appropriate activities and learning situations. Complete the activities using materials and equipment that are prepared in the class or are provided. Follow-up discussions focus on related activities using the same concept. The development of an activity in the classroom and an analysis of that activity in a research report format is required for completion of the course.

SCED 655 Facilitating Science Education for Elementary Teachers 1 Credit

Methods involving science concepts are presented with appropriate methods of teaching science using hands on activities. Participants take part in a simulated class situation using video and other materials together with equipment prepared for the course. This course is designed to train facilitators for future lab courses in science for elementary teachers. Facilitators will learn appropriate classroom activities related to the science education lab courses. Follow-up discussions focus on the appropriate methods of teaching and concepts. The final requirement for the course is the facilitation of a complete science education lab course with at least six teacher participants and a report of the course and analysis of the materials used. Prerequisite: experienced teacher and permission of instructor.

SCED 656 Science Education for Secondary Teachers: A Guided Study Tour of Chemistry-based Industries in the Midwest. 1 Credit

A guided study tour of several regional industries which use chemistry in their daily operation. Emphasis is on gaining first-hand knowledge of the applicants of chemistry in the industrial community and integration of this information into the middle/high school curricula. Prerequisite: Bachelor's degree and preparation for teaching science in middle/high school.

SCED 665 Science for Elementary Teachers: Curriculum Integration Emphasis 1 Credit

Science concepts are presented with appropriate activities and learning

situations. Particular emphasis is placed on integration of mathematics together with language arts into the science concepts and activities. Participants complete the activities using materials and equipment from PROJECT SMILE or are prepared for the course. Follow-up discussions focus on the integration of mathematics and language arts with science at appropriate grade levels. Prerequisite: SCED 645

SCED 670 Special Topics in Science/Math Education 1-3 Credits

Participants will undertake individual and group projects, investigating selected topics in science/math education. Prerequisite: A Baccalaureate degree and qualifications to teach at the K-12 level.

Sociology

SOC 675 Human Relations 1-3 Credits

This course covers content necessary for certification of elementary and secondary teachers. Using discussion and small group activities, the focus of the course will be on developing: awareness and understanding of the values, lifestyles, contributions, and history of a pluralistic society; the ability to recognize and deal with dehumanizing biases; the ability to translate knowledge into appropriate attitudes and response; the ability to recognize the ways in which dehumanizing biases may be reflected in instructional materials; respect for human dignity and individual rights; and the ability to relate effectively to other individuals and to groups in a pluralistic society. The ultimate goal is to prepare teachers for the K-12 classroom setting and related environment. Prerequisite: Baccalaureate Degree

Special Education

SPED 533 Resources and Materials for Gifted Education 3 Credits

A review and evaluation of materials appropriate for the gifted learner with emphasis on published material, computer software, and teacher made materials. Fifty hours of collaborative research required. Prerequisite: Bachelors degree and current teaching status.

SPED 540 Theory and Application for Creative Teaching and Learning 3 Credits

This course prepares the teacher to use techniques in open-ended problem solving, utilizing library resources and audio/visual materials, and integrating computer and multimedia technology. Fifty hours of collaborative research required. Prerequisite: Bachelors degree and current teaching status.

Theatre

THEA 670 Special Topics 1-4 Credits

Graduate-level study of theatre production, history, or theory. Prerequisite: Baccalaureate Degree.

Graduate Policies and Masters Degree Requirements

Graduate Policies and Masters Degree Requirements

The following information is presented in alphabetical order and is meant to serve as a general guide. Since degree requirements may vary with the program, students should become familiar with the specific requirements of their degree program. Copies of all DSU Graduate Policies are available in the Graduate Programs Office and on-line at <http://www.department.dsu.edu/personnel/policies>.

Admission to Candidacy

Admission to a graduate program is not the equivalent of acceptance as a candidate for a master's degree. Graduate students must file an Application to Candidacy document with the Graduate Programs Office during the semester prior to their final semester (during their second to the last semester). Failure to file this form as required will result in a delay in graduation. The candidacy application includes a summary of all courses to be applied toward the degree and indicates that the student is entering the final stages of degree completion. Admission to candidacy requires review and approval of the candidacy document by the student's advisor and the Dean.

Advising

Graduate students have final responsibility for their success in their chosen master's program. However, because the university recognizes that students will benefit from the guidance, counsel, and support of faculty who serve as their advisors, an academic advisor will be assigned to all new students as soon as they are admitted to the program. Students may ask to have their advisor changed.

Students should meet with their advisors early in their first semester to become acquainted and to discuss the academic program. Students should consult and work with their advisors on the following requirements: preparing a Plan of Study; selecting a thesis topic; deciding upon a capstone project; preparing for assessment activities; and completing applications for candidacy and graduation.

Appeal/Grievance Procedure

Administrative officers of the University have the responsibility and authority to make decisions within their respective areas of jurisdiction. However, it is the policy of the university to allow students to appeal academic and administrative decisions. Students should first discuss a concern with the professor or official directly responsible for the area involved. If the matter cannot be resolved at that level, it should be taken to the dean of the college in which the graduate program resides or to the official's immediate supervisor. If the matter cannot then be resolved, graduate students should file a grievance with the Graduate Programs Office. Graduate Council will hear graduate student appeals and grievances.

Application for Graduation

Students who are candidates for graduation, as indicated in the Admission to Candidacy document, must file an Application for Graduation Form with the Graduate Programs Office by the drop/add date of the semester of their intended graduation. Applica-

tion forms are available in the Graduate Programs Office. Submission of this form will trigger a graduation eligibility review by the Graduate Programs Office.

Assessment/Final Evaluation of Graduate Experience

While progress toward a graduate degree is continually assessed, every graduate program will include a final integrative performance-based experience to evaluate and assess the quality of the learning experience of each student. Assessment activities vary with the program. Examples of final assessment activities include: comprehensive examinations; capstone projects; oral examination of the thesis; external certification examinations; portfolio review by external auditors; and a summary conference. Such activities help students integrate the separate parts of the total educational experience. For more information on the nature of the assessment experience within each program, students should consult their advisors. Information is also available in the *Graduate Programs Handbook* in the section describing the specific programs.

Auditing a Class

No credit is given for audited classes, but audited courses will be listed on the transcript. Course prerequisites are the same for audit as for credit. Auditors will not be permitted to take credit examinations for the audited course. The credit hours of audited classes are counted in the course load for that semester, and the total number of credit and audit classes may not exceed the maximum course load of 12 credit hours. Students who audit a class must still pay regular per credit tuition and fees for that class.

Candidacy

See **Admission to Candidacy**

Change of Grade

Changes from one letter grade to another must be initiated by the instructor and approved by the dean. The Vice President for Academic Affairs must approve such changes. A change from an "I" to a letter grade requires only the signature of the instructor.

Changing Class Schedules

Students may drop or add a course within the official drop/add period following the procedure published by Enrollment Services. However, in the event that graduate classes start later in the semester, the drop add period will be extended for an appropriate time period. A schedule change is official only after it has been confirmed on-line or by the Graduate Office. Tuition and fee refunds are made only for courses officially dropped during the scheduled drop/add period.

Course Loads

For fall and spring semesters, the normal course load is nine (9) credit hours. Graduate students may register for a maximum of twelve (12) credit hours. For summer sessions, a normal course load is three (3) credit hours per session. Any increase in

maximum course load must have the approval of the Dean. Part-time enrollment is anything under nine (9) credit hours; half time is five (5) credit hours.

Graduate Assistants with half-time assistantships who do not have classroom instructor assignments must be enrolled in a normal course load. All courses in graduate assistants' course schedules (including audit courses and undergraduate courses) are counted as part of their course load and affect the level of assistantship/workload that can be assigned. Additional limitations may be placed on graduate students who are awarded teacher of record teaching assistantships. Graduate assistants who wish to enroll in more than a normal course load must secure the permission of their advisor and the dean.

Credit and Coursework Options

Transfer Credits

Academic courses completed for credit at regionally accredited colleges and universities are generally eligible for transfer, if such courses are applicable to the student's degree program. Each graduate program will determine the applicability of the graduate courses proposed for transfer credit.

The request for transfer credit should accompany the Plan of Study. All documentation must be completed by Candidacy. Only 600 level courses with a grade of "B" or better may be transferred into the Plan of Study. Courses will be accepted as meeting graduation requirements if the course(s) parallel requirements for the specific master's degree or if the courses meet elective requirements. Courses will be evaluated on a course-by-course basis. A graduate student who wishes to take courses at another college or university and transfer them to his/her degree work at DSU must obtain prior permission from the appropriate dean.

Independent Study

Independent Study credits are permitted at the graduate level with the approval of the instructor and the dean and only under the following (or similar) conditions: the student has been unable to take the course when it was offered, and to wait to take it the next time it is offered would cause an undo delay in the student's graduation or create problems with course sequencing. Prior to the course being offered, the Graduate Council must approve a syllabus for that particular course.

Credit for Classes Offered via Alternative Delivery Methods

Graduate credit may be obtained for graduate courses taken via alternative delivery systems, such as Internet and television on the same basis as other transfer credits. A regionally accredited institution must offer the courses. They will be accepted as meeting graduation requirements if the course(s) parallel requirements for the master's degree or if the courses meet elective requirements. Courses will be evaluated on a course-by-course basis and must be approved by the dean.

Credit by Examination

Graduate students may petition the dean to receive credit by examination for a course. Once the dean has approved the petition, the student completes the "Application for Credit by Examination" form (available in the dean's office or the Graduate Programs

Office). The examination is prepared and administered by the faculty person teaching the course. A grade of "B" or better is required on the exam to successfully challenge the course.

Credit for Work Experience

No credit will be offered for prior work experience, but students can challenge any course by successfully completing the credit by examination process.

Credit for Correspondence Courses

No credit will be given for correspondence courses, except under extraordinary conditions and with the prior approval of the dean.

Credit For Undergraduate Classes Taken As A Graduate Student

Graduate students who wish to take an undergraduate course may do so. However, no undergraduate course will meet a graduate requirement. Nor will an undergraduate course count in the plan of study. Total undergraduate and graduate hours must not exceed the maximum hours permitted for the graduate course load. The reduced tuition rate permitted for graduate assistants also applies to undergraduate courses.

Eligibility for Graduation/Certification of Program Completion

Once a student has filed an Application for Graduation, the Graduate Programs Office Director will review that student's file to determine that all graduation requirements have been met. All students must meet the following graduation requirements:

1. Successful completion of all courses listed on their Plan of Study. All work, including transferred credit, must have been taken within a period of 5 years.
2. Achievement of a grade point average of 3.0 (a "B" average), with no more than 6 credit hours of a "C" grade and no grade below a "C" in the courses included in their Plan of Study
3. Full payment or satisfactory adjustment of all financial obligations to DSU.
4. Compliance with regental standards for residency.
5. Satisfactory completion of an integrative assessment activity as required by the specific degree program.
6. Satisfactory completion of required project or thesis as applicable.

Students who meet all graduation requirements will be certified as eligible for graduation.

Evaluation

See **Assessment/Final Evaluation of Graduate Experience**

Grade Change

See **Change of Grade**

Grading

The following grade definitions are used in the graduate programs:

- A – Excellent
- B – Good
- C – Satisfactory
- F – Unsatisfactory
- I – Incomplete

All graduate students must maintain a 3.0 grade point average in all courses included in their plan of study, with a grade of “C” in no more than 6 credit hours of their courses. No grade below a “C” is acceptable for graduate work. The grades of all courses in the plan of study will count in calculating the plan of study GPA. Grade deletion is not permitted for graduate degree programs, except under extraordinary conditions.

Graduation

See **Application for Graduation
And Eligibility for Graduation**

Grievance Procedure

See **Appeal/Grievance Procedure**

Incomplete Grade

An incomplete “I” grade may be awarded at the discretion of the instructor in consultation with the student. The grade may be given at the end of a semester when the student has successfully completed the major portion of the course requirements but is unable, for reasons beyond the student’s control, to complete the requirements. This is a temporary grade that reverts to an “F” if the work is not completed by the end of the succeeding semester (summer, fall or spring). A student with any unresolved “I” grade for courses in their plan of study will not be certified for graduation.

Independent Study

See **Credit and Coursework Options**

Normal Course Load

See **Course Loads**

Plan of Study

All graduate students must file a plan of study with their advisor and the Graduate Programs Office. A plan of study is an agreement between the student and the college offering the degree program that formally specifies all course work required to complete the master’s degree. A plan of study must be filed prior to the end of the semester in which the first nine (9) credit hours are completed. Failure to complete the Plan of Study by the end of the designated semester may result in a hold on future registration. An approved plan of study can be amended with the prior approval of the student’s advisor. The change must be approved by the Dean and filed with the Graduate Programs Office.

Probation/Suspension

Students who do not maintain the required "B" average will be placed on academic probation. Students on academic probation are given the opportunity to raise their plan of study GPA to 3.0, by achieving sufficient grades in the next nine credit hours to raise their plan of study GPA to a 3.0 ("B" average). Students who do not raise their GPA to 3.0 will be suspended from the program. Students who receive more than 6 credits of "C" or any grade lower than a "C" will be suspended from the program.

Appeal

Students wishing to contest probation or suspension may appeal the decision, following the grievance procedure established by DSU: Appealing Academic and Administrative Decisions. Graduate Council will hear all grievances. Students should consult the Graduate Programs Office for details.

Reinstatement

Graduate students who have been officially suspended may seek reinstatement by submitting a formal request for reinstatement, along with a supporting statement of explanation, to the Graduate Programs Office. The request shall be acted upon according to the established procedure for application to the program.

Program Requirements

Credit hour requirements vary with the specific degree program. In general, a master's degree requires completion of a minimum of 30 graduate-level credit hours. Program specific credit hour requirements can be found in the Graduate Programs section of this catalog and the Graduate Programs Handbook.

Progression

See **Satisfactory Progression**

Readmission

Graduate students who withdraw from the university must apply for readmission through the Graduate Programs Office at least one month prior to registration for that semester. If any graduate work was undertaken at another institution during the intervening time, students must furnish the Graduate Programs Office with the transcripts. The program's Graduate Admissions Committee will make readmission decisions.

The program description in effect at the time of readmission will apply. The program's Graduate Admissions Committee may require applicants to update their application file and/or file a new plan of study.

Reentry/Reactivation

Students who withdraw prior to the start of classes may reactivate their original application within one year, without having to resubmit all application materials. These students must notify the Graduate Programs Office Director in writing that they wish to reactivate their file. Their application will be forwarded to the next Graduate Admissions Committee meeting for discussion. In the absence of evidence that the student should not

be admitted or other extenuating circumstances that limit enrollment, the student's original admission will prevail.

Registration

Continuous Registration Requirement

Graduate students must maintain continuous registration in graduate coursework to remain in the program. Students can meet this requirement by registering for a minimum of one course during an academic year (summer, fall, and spring semesters) until all requirements for the degree are completed. Students who are unable to take one course an academic year should register for a program-sustaining credit, in lieu of coursework, until the degree is awarded. Students who do not maintain continuous registration will be suspended from the program. Only the Vice President for Academic Affairs can make exceptions for those students with compelling extenuating circumstances.

Registration and Academic Records

The Graduate Programs Office is responsible for registering graduate students and maintaining and safeguarding their official files. Students should meet regularly with their advisors to discuss their courses and course loads. Graduate students may register electronically using WebAdvisor or through procedures established by the Graduate Programs Office. Students may register for distance courses through the Office of Distance Education's website. The Graduate Programs Office prepares and updates advising check sheets. Students can request copies of these to help them track their progress.

Residency

A "course in residence" is one offered by a degree-granting regental institution at any of its approved sites, using any approved method of delivery. Courses that are part of a formal collaborative agreement among institutions are considered "in residence."

The Board of Regents has established guidelines for the proportion of coursework in a graduate program that must be earned in residence. The graduate credit hours required in residence are program-specific and dependent upon the credit hour requirements for that particular program. Students who plan to earn graduate credit through off-campus courses should check the specific program requirements. Courses that must be completed in residence are specified in the graduate catalog.

Satisfactory Progress/Good Academic Standing

Graduate students must make satisfactory progress each academic year toward completion of the graduate degree being sought and must remain in good academic standing. All work in the program, including transferred credit, must be completed within a period of five (5) years, beginning with the date of entry into the program. Satisfactory progress is evidenced by both continuous registration in coursework within their plan of study and overall satisfactory performance. Continuous registration is defined in the Registration paragraph of this section. Satisfactory performance requires that graduate students maintain a 3.0 GPA in all courses included in their plan of study, receive grades of "C" in no more than 6 credit hours, and receive no grades lower than a "C".

Suspension

See **Probation/Suspension**

Time Limits

All coursework must be completed within a period of 5 calendar years from the date of initial registration in coursework included in the student's plan of study. Students may apply to the Vice President for Academic Affairs for an extension of this deadline. However, prior to their admission to candidacy, students may be asked to validate all graduate work that is older than five years.

Transfer

See **Credit and Coursework Options**

Withdrawal from a Class

A student may withdraw from a class after the end of the official drop/add period until the last day of the withdrawal process as published in the University schedule of classes. The student automatically receives a "W" grade for that course. A "W" grade does not affect the student's GPA. Students are not allowed to withdraw from specific classes after the published date, except under extenuating circumstances and only with the approval of the Dean and Vice President for Academic Affairs. Anticipated course failure does not count as an extenuating circumstance. Refunds will not be given for single classes dropped during the withdrawal period.

Withdrawal from the Program

To withdraw from all courses, graduate students should contact the Graduate Programs Office. The Director will coordinate the notification process so that all appropriate offices and persons are made aware of the withdrawal. The effective date of withdrawal is the date such a request is initiated. Failure to officially withdraw will result in failing grades for all courses in which the student was enrolled, forfeiture of any possible refund of charges and will impact Federal financial aid eligibility.

Graduate students who withdraw from a graduate program after being admitted and registering for class but prior to the start of class must notify the Graduate Programs Office that they are withdrawing. They may ask to have their application held for up to one year. After that time, they will have to reapply for admission.

The South Dakota Board of Regents Refund Policy determines the refund calculation used for any student withdrawing from the university during the first sixty percent of the term. At no time will refunds be awarded after the 60% point of the enrollment period.

University Policies

Academic Integrity

Dakota State University pledges itself to continue its commitment to providing students with a quality education. DSU will not tolerate academic dishonesty in any form. The Academic Integrity policy clarifies the definition of academic dishonesty, the student's rights and the faculty rights and responsibilities to prohibit, limit and censure violations of this policy.

Catalog Changes

The policies, regulations, and procedures of the academic programs and student services described in this catalog are subject to change.

Computing Privileges

The use of computers and related technologies, including hardware, software, and courseware, is a privilege. The Director of Computing Services is authorized to extend the privilege of using appropriate computing and related hardware, software, and courseware to persons who are: members of the faculty; members of the student body; members of the staff; participants in workshops, short courses and similar approved activities and projects; members of an entity that has contracted for the use of computing resources; or teachers, administrators, or students of a K-12 school that has a working agreement with DSU for such services.

1. All persons who wish to use a computing service provided through Dakota State must agree to comply with the following rules:
 - A. Users will not use another's user code or password.
 - B. Users will not access the files of any other user without the prior consent of the other user. Authority to access, create, modify, or delete information contained in machine files must be granted explicitly. The capability to access does not imply the authority to access. Any willful unauthorized access of information is a violation of the ethical standards of Dakota State University and may also be a violation of certain state or federal statutes.
 - C. Users will comply with all provisions of software or coursework copyrights unless a specific waiver is authorized by the President.
 - D. Users will utilize computing resources only for authorized administrative, educational, research or other scholarly activity, or a project approved by the Director of Computing Services.
 - E. Users will comply with all applicable laws.
 - F. Users will abide by the Educom "Ethical Use of Computing Resources" statement which has been adopted by Dakota State University.
 - G. Users will abide by the Acceptable Use Policy of any network accessed through the university's computing and communications environment.
 - H. Users will exhibit appropriate behavior. Inappropriate behavior includes, but is not limited to:
 - excessive playing of computer games; game players who are heavily utilizing computing resources
 - attempting to modify or remove computer equipment, software or peripherals without proper authorization.

- accessing computers, computer software, computer data or information, or networks without proper authorization, regardless of whether the computer used for access or the computer accessed is owned by the university.
 - circumventing or attempting to circumvent normal resource limits, login procedures, and security regulations.
 - using computing facilities, computer accounts, or computer data for purposes other than those for which they were intended or authorized.
 - sending fraudulent computer mail, breaking into another user's electronic mailbox, or reading another user's electronic mail without permission.
 - sending any fraudulent electronic transmission, included but not limited to fraudulent requests for confidential information, fraudulent submission of electronic purchase requisition or journal vouchers, and fraudulent electronic authorization of purchase requisition or journal vouchers.
 - violating any software license agreement or copyright, including copying or redistributing copyrighted computer software, data or reports without proper, recorded authorization.
 - using the university's computing resources to harass or threaten others.
 - taking advantage of another user's naivete or negligence to gain access to any computer account, data, software, or file.
 - physically interfering with another user's authorized access to the university's computing facilities.
 - encroaching on another user's ability to make authorized use of university computing resources, including but not limited to:
 - sending excessive messages, including electronic chain letters
 - printing excessive copies of documents, files, data, or programs
 - modifying system facilities, operating systems, disk sub-directories
 - damaging or vandalizing university computing facilities, equipment, software or computer files
 - disclosing or removing proprietary information, software, printed output or magnetic media without the explicit permission of the owner.
 - reading another user's data, information, files, or programs on a display screen, as printed output, or via electronic means, without the owner's explicit permission.
2. Charges for the use of computing services may be assessed by the Director of Computing Services with the approval of the President. Computing services supporting student instruction, faculty development, and DSU administration will normally be provided without charge. However, charges may be assessed for computing services in support of sponsored research; non-academic, personal, or consulting projects; and off-campus projects. Charges may include the costs associated with issuing the user a university identification card. The President may waive any charge for a particular individual or group of users.

3. Software available at Dakota State University includes copyrighted programs developed by DSU staff and programs licensed from a variety of vendors. It is expected that all faculty, staff, students and campus guests will use any software — whether or not supplied by Dakota State University — only in accordance with license agreements and copyright provisions applicable to the specific software package.
4. DSU faculty, staff and students who knowingly violate any software license agreement or copyright provision will be disciplined as described in #5 below. Such discipline shall not exempt the individual from applicable civil or criminal remedies available through federal or state judicial proceedings.
5. DSU faculty, staff and students learning of any misuse of software or related documentation, unauthorized information access, or inappropriate behavior should immediately notify the Director of Computing Services, or a College Dean, or the Vice President of Student Affairs. Upon receiving a report of the misuse of the computing privilege, the member of the administration will:
 - A. Take immediate steps to verify if there is misuse and ascertain the circumstances of the reported or observed incident.
 1. If the misuse or suspected misuse involves students, then the Director of Computing Services and the Vice President for Student Affairs should be notified immediately.
 2. If the misuse or suspected misuse involves faculty, staff, or off-campus personnel, then the Director of Computing Services and the Vice President for Academic Affairs should be notified immediately.
 - B. Assist the Director of Computing Services in preparing a report of the misuse or suspected misuse to the Vice President for Academic Affairs and President within five working days.
 - C. The Director of Computing Services may immediately suspend the computing privileges of any person who makes inappropriate use of the computing resources of Dakota State University. A report of all actions associated with the suspension of computing privileges will be provided to the Vice President for Student Affairs in the case of student violations, and to the appropriate Executive Council member in the case of faculty or staff violations within two (2) working days of the suspension action. Within seven (7) working days the Vice President for Student Affairs or the appropriate Executive Council member must either initiate formal disciplinary proceedings or reinstate the computing privileges. To appeal a decision, students should refer to DSU Policy 02-20-00, *Appealing Academic and Administrative Decisions*, and faculty/staff should refer to the Board of Regents Policy 4:7(faculty), 4:8 (exempt) or 4:9 (CSA).
6. While use of the facilities is not restricted solely to faculty, staff, and students, the priority of user access varies depending on class schedules, user status and other factors. The following sections define those priorities and factors.

Facility Status

DSU computing facilities are divided into two classes - general access computing facilities and limited access computing facilities. General access computing facilities are available for use by all authorized users except when reserved for class usage. Limited access facilities are available to a specific subset of authorized users. A list of general access and limited access facilities is available from Computing Services. This listing will be updated by Computing Services as changes occur.

Scheduled Classes

Classes scheduled through the Office of Enrollment Services take priority over all other usage of general access computing facilities. Regular class schedules will be listed on the boards outside each computing lab at the beginning of each semester. It will be the user's responsibility to check the scheduled class hours and vacate the lab prior to the time class is scheduled. One-time use and special classes are scheduled through the college offices. Whenever possible, such usage will be posted in advance. In all cases, non-participating users may be asked to vacate the lab when activities scheduled through the Office of Enrollment Services or the college officer are in progress.

General Access

Any general access computing facility that is not scheduled for a class is available for general access during regular posted hours of operation. During periods of general access, the following rules and priorities apply: persons registered/enrolled in a class/workshop scheduled by the university have priority over other users. In the event that all computers are occupied, any user that cannot display a valid DSU identification may be asked to move or cease using the computing facilities at the request of a user with a valid student ID. Normally the group sponsoring the workshop is expected to schedule sufficient computing time to meet the needs of enrollees.

7. All users of the computing facilities must comply with all pertinent DSU policies, including the Computing Privileges Policy (#03-61-00) and the Use of University Facilities Policy (#01-75-00). Of particular importance are those policies concerning copyright and smoking. The use of DSU computing facilities by any individual whose sole purpose is to make a profit is prohibited, except for those exceptions outlined in the Use of University Facilities Policy (#01-75-00).

Drug-Free Environment

It is the policy of Dakota State University to create and maintain a work and study environment that is free from the unlawful manufacture, distribution, possession or use of controlled substances.

Emergency School Closings

Emergency closing of the university due to weather, mechanical malfunction or other reasons will be announced on KJAM radio (1390 AM) which is the designated emergency announcement station.

Financial Aid Policies - Graduate Student Federal

Financial Aid Policy And Programs

Students must be admitted as regular students to a graduate degree program and enrolled at least halftime in order to be eligible for any Federal aid programs. The minimum graduate enrollment requirement is the same as the academic graduate enrollment requirement for full and half-time status; 9 credit hours per term is full time and 5 credit hours per term is half-time.

Students are considered for Federal Work –Study and Federal Perkins Loans on a first come first serve basis, however, funding is limited. Federal Stafford Loans are awarded throughout the academic year to eligible graduate students. All Federal aid program eligibility is determined from the results of the Free Application for Federal Student Aid (FAFSA). This is required to be filed every year a student is requesting assistance through Federal aid. In addition to the current year FAFSA results, a DSU financial aid application is required to apply for summer financial aid eligibility.

Graduate Students are required to maintain Financial Aid Satisfactory Academic Progress to continue to receive Federal Financial Aid. Satisfactory Academic Progress for financial aid purposes is evaluated separately from institutional academic policy. Satisfactory progress for Financial Aid involves an assessment of the quality of the student's performance, determined by grade point average, and a calculation measuring the number of credits successfully completed of credit hours attempted.

Students must maintain a cumulative minimum grade point average of 3.0 in all graduate credits while receiving Federal financial aid and pass 70% of the total hours attempted during the academic year. Financial Aid Satisfactory Academic Progress is measured annually at the end of the spring semester for all students who are financial aid recipients.

Maximum Hours

Dakota State University has incorporated into its policy standards a reasonable length of time for students receiving Title IV Federal funds to complete their educational objectives. Transfer credits that are accepted by DSU will be included in the total credit hours. The maximum number of credits a student can receive aid is based on the degree program.

<u>Type of Degree</u>	<u>Maximum Credit Hours Attempted</u>
Master of Science in Information Systems	43
Master of Science in Computer Education Technology	51

A student, who does not meet the requirements listed above upon the annual evaluation, will be placed on Financial Aid Suspension.

Appeal of Financial Aid Suspension - Students are ineligible to received Federal Financial Aid if they do not meet the DSU Financial Aid Satisfactory Academic Progress Policy. Students wishing to appeal a suspension must submit a completed DSU Financial

Aid Suspension Appeal Form, available from the Office of Enrollment Services to the Director of Financial Aid. Students filing an appeal will be notified in writing of the action taken upon their appeal.

Reinstatement of Eligibility – Students whose appeal is denied, or who choose not to appeal, can reestablish eligibility by enrolling at least half-time at their own expense and successfully completing all classes they are enrolled at a 3.0 or higher. Once this standard is met, students must submit a letter requesting reinstatement of financial aid on probation for a future enrollment term and provide to the Director of Financial Aid. No requests for future financial aid will be considered until this requirement is met and a written notice of reinstated eligibility is received from the Director of Financial Aid. While reinstated on Financial Aid Probation, the minimum grade point average requirement is still 3.0 and passing of 100% of attempted coursework is completed.

Financial Obligations

One expectation by the University of its students is that they keep their financial affairs in good order, including meeting financial obligations on time. Students whose accounts with the institution become delinquent cannot be issued a transcript nor receive a degree and are subject to disciplinary action. Failure to correct a delinquent account can result in termination of enrollment. Delinquent accounts are subject to late fees and interest. In addition, they may be placed with a collection agency. Any collection costs or late fees will be paid by the student.

Grade Appeal Process

It is the obligation of each instructor to inform students at the beginning of each course of the objectives, requirements, performance standards and evaluation procedures for the course. This information should be in writing and incorporated into the current syllabus for the course. (See Academic Integrity policy for issues dealing with academic dishonesty.)

If a student believes that the final grade assigned in a course was inappropriate, he/she may appeal that grade by filing a formal grade appeal within two weeks of the start of the next academic session. Appropriate grounds for a grade appeal include:

1. Assignment of a grade on some basis other than the student's performance and participation in the course, or
2. Evaluation of his/her work, using more stringent or demanding criteria than were applied to other students in the class, or
3. A major departure from the instructor's published or announced standards for assigning grades.

To begin the appeal process, the student should detail his/her concerns in writing to the instructor and should request a meeting with the instructor to discuss the matter. The official Grade Appeal Form (found on the DSU web site or at the College office) should accompany the student's letter to the instructor. This meeting between the instructor and the student should be scheduled as soon as possible after the written notice is received. This meeting may be conducted in person, by phone, or via e-mail.

The instructor should provide his/her decision on the grade appeal to the student within two weeks of the student's letter to the instructor. The instructor's decision should be provided in writing to the student and should be accompanied by the official Grade Appeal Form.

If the student feels that the issue has not been resolved, the student may ask the dean of the college offering the course to act as a mediator.. The student must provide to the dean the original documentation provided to the instructor, the signed Grade Appeal Form, the student's written notification from the instructor, and any additional pertinent information within two weeks after receiving the instructor's decision.

The dean shall attempt to mediate the matter in consultation with the instructor and the student. The mediation process will begin by the dean requesting a written statement from the instructor. The dean shall notify the student and the instructor of his/her decision within two weeks of the student's letter to the dean. The dean's summary should be provided in writing to the student and the instructor and should be accompanied by the official Grade Appeal Form.

If the grievance still remains unsettled in the opinion of the student, the student must then advise the Vice President for Academic Affairs in writing within two weeks after receiving the dean's decision. The Vice President for Academic Affairs shall appoint a committee of three faculty members and two students to study the matter and make recommendations to the Vice President for Academic Affairs.

The Vice President for Academic Affairs shall notify the instructor and the student of his/her decision within two weeks of receipt of the recommendation from the committee.

Grade Reports

Final grades will be reported for all students. Final grades are available via telephone access or on-line using Web Advsiior. Each student receives information on how to access his/her grades in the mail prior to the end of their first semester at DSU. Each student's initial access information will be used for every semester. Hard copies of final grades can be provided upon request for students seeking employer reimbursement.

Late Registration

A student registering later than the official registration period, as designated in this catalog or paying tuition and fees later than the established deadlines may be assessed a late fee. Late registration is possible only through the seventh class day of the fall and spring semesters or through the first 10% of class days for a summer session and for courses meeting less than a full semester. The academic calendar is published in the university catalog and on DSU's web site.

Privacy of Student Records

The Family Educational Rights and Privacy Act of 1974 is a federal law, which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of each student's educational records.

Dakota State University accords all the rights under the law to any person enrolled as a student. No individual or organization outside the institution shall have access to nor will the institution disclose any information (except directory information) from students' educational records without the written consent of students except to the following personnel: employees of the institution as designated by the President; officials of other

institutions in which students seek to enroll; organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests; persons or organizations providing student financial aid; accrediting agencies carrying out their accreditation function; persons in compliance with a judicial order; and persons in an emergency in order to protect the health or safety of students or other persons.

Within the University, only those members, individually or collectively, acting in the students' educational interest are allowed access to student records.

At its discretion, the institution may provide the following directory information in accordance with the provisions of the act: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold directory information by notifying the Student Services Office in writing no later than the 15th day of each semester that the student is enrolled. Authorization to withhold directory information must be filed each semester.

Further details related to this policy are found in DSU policy manual available in all administrative offices.

Sexual Harassment

Sexual harassment means unwelcome verbal or physical sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment is prohibited. Individuals at Dakota State University have the right to an environment free from sexual harassment.

Student Refund Policy

Dakota State University tuition & fees, residence hall and food service refunds are made in accordance with the South Dakota Board of Regents policy for all students and Federal Title IV regulations for first-time students receiving federal financial aid.

Refund for Complete Withdrawal from the University

- The South Dakota Board of Regents Refund Policy determines the refund calculation used for any student withdrawing from the university during the *first sixty percent of the term*.
- Students who withdraw, drop out, or are expelled from the institution *within* the drop/add period of the term receive a 100% refund of tuition and fees.
- Students who withdraw, drop out, or are expelled from the institution *after* the seventh instructional class day of a standard term of enrollment for which they are assessed may be entitled to a refund as set forth herein.
- Students who withdraw *after sixty percent of the term has been completed receive no refunds.*

1. **Students Who Do Not Receive Federal Title IV Financial Aid** - Students who do not receive Federal Title IV financial aid and withdraw from a university may be entitled to a refund of tuition and fees and institutional charges calculated through sixty percent of an enrollment period. The refund shall be determined by computing the percentage of an enrollment period remaining after the date of withdrawal times the tuition and fees and institutional fees originally assessed the student. Dates of withdrawal will be determined in the same manner as is done for students receiving Title IV federal financial aid. At no time will refunds be awarded after the 60% point of the enrollment period.
2. **Students Who Receive Federal Financial Aid** - The U.S. Department of Education requires all institutions to use the Return of (Federal) Title IV Funds Regulation as our policy used in calculating refunds for students who receive Federal Title IV student financial aid withdrawing from school during the first sixty percent of the term. Title IV fund refers to the federal financial aid programs authorized under the Higher Education Unsubsidized Stafford Loans, Parent Loans for Undergraduate Students (PLUS), Federal Perkins Loans, Federal Grants, Federal Supplemental Grants and other Title I Assistance. Return of Title IV Fund is based on "earned" and unearned financial aid as related to the period of time the student is enrolled. Contact the Financial Aid Office for additional information.

Residence Hall Fees

Students with a room contract who withdraw from the institution will receive a proportional refund at the time of withdrawal up to the 60 percent point after which no refund is available.

Food Service Fees

Students with a food service contract who withdraw from the institution will receive a proportional refund at the time of withdrawal up to the 60 percent point, after which no refund is available. The balance of flex plan dollars will be refunded at 100 percent.

Military Service

Students required to withdraw from state supported institutions before completing a semester may receive credit or refund privileges if they are regularly enrolled and belong to a military unit called for duty or are drafted and not eligible for deferment and the discontinuance of class attendance is on the last practicable day before reporting for duty as determined by the college or university in which they are enrolled.

Student Right To Know

Information related to campus crime statistics and completion rates for athletes and student cohorts is available upon request from Enrollment Services.

Transcript Policy

All current and former students of Dakota State University are entitled to official transcripts of their work at DSU unless the student has an outstanding obligation to the university.

Students may obtain an official transcript of their academic record at Dakota State University by requesting the transcript in writing from the Office of Enrollment Services. The charge is \$6.00 per transcript.

Alcohol and Other Drugs

Introduction - This statement is provided to students, faculty and staff of Dakota State University in compliance with the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226. The enclosed information reviews standards of conduct established by the South Dakota Board of Regents and the University regarding the unlawful manufacture, possession, use or distribution of alcohol, controlled substances or marijuana. Legal sanctions under local, state and federal law for the unlawful possession, use or distribution of these substances are described, as are institutional sanctions. Information regarding health risks and treatment or rehabilitation services is also provided. All members of the campus community are encouraged to familiarize themselves with this material.

Policy - The South Dakota Board of Regents strictly prohibits the unlawful manufacture, possession, use or distribution of alcohol, marijuana or controlled substances by its students or employees while on property controlled by the Board or while participating in any capacity in activities or employments sponsored by it. No possession, use or distribution of alcohol, marijuana or controlled substances is permitted on the campuses or Regental institutions except where specifically authorized by Board policy. Violation of this policy will result in disciplinary action up to and including Disciplinary Suspension.

Administration

**South Dakota Board of Regents
Officers for 2001-02**

President: Harvey C. Jewett, IV
Secretary: Rudy Nef
Vice President: Jack Rentschler
Student Regent: Shane C. Penfield
Dr. Robert T. (Tad) Perry, Executive Director

David Gienapp Madison
James Hansen Pierre
Harvey C. Jewett IV Aberdeen
Curt Jones Britton
Pat Lebrun Rapid City
Rudy Nef Milbank
Shane C. Penfield Vermillion
Jack Rentschler Sioux Falls

Board of Regents
State of South Dakota
207 E. Capitol Ave.
Pierre, SD 57501-3159

Governance and Organization of the University

Dakota State University is governed by the South Dakota Board of Regents and operates under the policies and regulations of the Regents. The President is the chief executive officer of the University. The principal officers of the University are the Vice President for Academic Affairs, the Vice President for Administration and University Advancement and the Vice President and Dean for Student Affairs. The general faculty oversees the policies and regulations governing academic and student affairs of the university. Committees are elected or appointed to address matters of importance to students and the faculty.

General Administration

President	Jerald A. Tunheim
Vice President for Academic Affairs	Cecelia Wittmayer
Vice President for Administration and University Advancement	Mark Lee
Vice President for Student Affairs	Terrance Ryan

Services Staff

Carrie Ahern	Assessment Specialist
Sandy Anderson	Registrar
Amy Crissinger	Director of Admissions
Laurie Dennis	Director of Graduate Programs
.....	Director of Center of Excellence
Tom Gioglio	Director of Athletics
Deb Gearhart	Director of Distance Education
Nancy Grassel	Director of Human Resources & Budget
Rose Jamison	Director of Financial Aid
Pat Keating	Director of Physical Plant
Marie Lohsandt	Director of Career Services & Placement
David Zolnowsky	Director of Computing Services

Library Staff

Ethelle S. Bean	Director, Associate Professor
Risë Smith	Public Services Librarian, Associate Professor
Todd Quinn	Reference Librarian, Instructor

Graduate Faculty

RICHARD AVERY (1998), Assistant Professor of Mathematics

B.S., University of New Hampshire
M.A.T., University of New Hampshire
M.S., University of Nebraska-Lincoln
Ph.D., University of Nebraska-Lincoln

ETHELLE S. BEAN (1986), Director of Library, Associate Professor

B.S., Stetson University
M.S., Florida State University

RICHARD CHRISTOPH (1998), Dean of the College of Business and Information Systems

B.S., Clemson University
M.A., Clemson University
Ph.D., Clemson University

DAN O. COLDEWAY (2001), Professor of Education

B.S., University of Utah
M.A., Western Michigan University
Ph.D., University of Illinois

SUSAN CONOVER (1999), Associate Professor and Director of Theatre

B.S., University of Wisconsin-Whitewater
M.S., Southern Illinois University
Ph.D., University of Nebraska-Lincoln

TERRY L. DENNIS (1999), Professor of Information Systems/Computer Science and Program Coordinator - Master of Science in Information Systems

B.M.E., Clarkson College of Technology
M.S.I.A., Purdue University
Ph.D., Purdue University
AACSB Advanced Institute in Information Systems, Indiana University

JUDY DITTMAN (1978), Associate Professor Health and Physical Education, Secondary Education Coordinator

B.S., Black Hills State University
M.S., South Dakota State University
Ph.D., University of Iowa

OMAR EL-GAYAR (2000), Assistant Professor of Information Systems

B.S., University of Alexandria (Egypt)
M.S., University of Alexandria (Egypt)
M.A., University of Hawaii at Manoa
Ph.D., University of Hawaii at Manoa

THOMAS L. FARRELL* (1970), Associate Professor of Business and Information Systems

B.S., Dakota State University
M.S., South Dakota State University

DEB GEARHART* (1996), Instructor, Director of Distance Education

B.A., Indiana University of Pennsylvania
M.P.A., Pennsylvania State University
M.Ed., Pennsylvania State University
ABD, Capella University

MICHELLE GLAROS (1999), Assistant Professor of English

B.A., University of North Florida
M.A., University of Florida
Ph.D., University of Florida

DOREEN GOSMIRE (2000)**

B.S., South Dakota State University
M.Ed., South Dakota State University
Ph.D., University of Nebraska-Lincoln

TOM HALVERSON (1999), Assistant Professor of Computer Science

B.A., University of Minnesota-Morris
M.S., The University of Iowa
Ph.D., The University of Iowa

MARK HAWKES (1999), Assistant Professor of Instructional Technology, Program Coordinator - Master of Science in Education in Computer Education and Technology

B.S., Brigham Young University
M.S., Brigham Young University
Ph.D., Syracuse University

W. THOMAS HAWLEY (1997), Professor of Education; Dean of the College of Education

B.A., South Dakota State University
M.A., University of Northern Colorado
Ph.D., University of Texas at Austin

DONNA HAZELWOOD (1994), Associate Professor of Biology

B.A., University of California, Santa Barbara

B.F.A., University of Calgary

M.S., Washington State University

Ph.D., Cornell University

ROBERT JACKSON (2000), Associate Professor of English

B.S., Illinois State University

M.S., Illinois State University

Ph.D., University of Nebraska-Lincoln

L. ERIC JOHNSON (1969), Professor of English; Dean of College of Liberal Arts

B.A., Mankato State University

M.A., Mankato State University

Ph.D., University of Notre Dame

DEBRA S. KNUTSON (1999), Assistant Professor of English

B.A., Illinois State University

M.S., Illinois State University

D.A., Illinois State University

STEPHEN KREBSBACH*(2000), Assistant Professor of Computer Science

B.S., Moorhead State University

M.S., Moorhead State University

ABD, North Dakota State University

JOHN LAFLIN (1985), Professor of English

A.B., Marietta College

M.A., Purdue University

Ph.D., Purdue University

JAMES MCKEOWN*(1989), Assistant Professor of Computer Education

B.S., South Dakota State University

M.A., Teachers College/Columbia University

NANCY MOOSE (1981), Associate Professor of Adult Education

B.A., South Dakota State University

M.A., South Dakota State University

Ed.D., University of South Dakota

DANIEL MORTENSON* (1994), Instructor of Computer Information Systems/Music

B.A., Moody Bible Institute

B.S., Northwest Missouri State University

M.M., University of South Dakota

TOM NESSER (1999), Assistant Professor of Fitness-Wellness Management

B.A., St. Olaf College

M.S., University of Nebraska-Omaha

Ph.D., University of Minnesota-Minneapolis

ROGER REED (1969), Professor of Sociology

B.A., Oklahoma Baptist University

M.A., Wichita State University

Ph.D., South Dakota State University

PHILIP SANDBERG (1995), Professor and Dean of the College of Natural Sciences

B.S., Louisiana State University

M.S., Louisiana State University

Fil. Lic., University of Stockholm

Fil. Dr., University of Stockholm

RONGHUA SHAN (1998), Assistant Professor of Computer Science/Information Systems

B.E., Zhejiang University of Technology, Zhejiang, China

Post Graduate Diploma – China University of Mining and technology,
Beijing, China

M.A., University of Nebraska-Lincoln

Ph.D., University of Nebraska-Lincoln

RISË SMITH (1984), Associate Professor, Public Services Librarian

B.A., Kalamazoo College

M.A., University of Michigan

M.L.S., San Jose State University

VICKI STERLING (1977), Associate Professor of Education

B.S., Dakota State University

M.A., University of South Dakota

Ed.D., University of South Dakota

DAN TALLEY (1996), Assistant Professor of Economics

B.S., University of Puget Sound

Ph.D., University of Oregon

JERALD A. TUNHEIM (1987), President and Professor of Physics

B.S., South Dakota State University

M.S., South Dakota State University

Ph.D., Oklahoma State University

HAOMIN WANG (1998), Assistant Professor of Instructional Technology

B.A., Jiangxi Normal University, Nanchang, Jiangxi Province, China
M.A., Northern Arizona University
Ed.D., Northern Arizona University

MINHUA WANG* (1999), Assistant Professor of Computer Science

B.S., Fudan University in China
M.S., Fudan University in China
ABD, State University New York at Buffalo

ROBERT WARREN (1995), Professor of Science Education

B.S., University of Rhode Island
M.S., Adelphi University
Ph.D., University of Utah

JOHN WEBSTER*(1998), Assistant Professor of Computer Education

B.B.A., Eastern Kentucky University
M.B.A., Eastern Kentucky University
ABD, University of Tennessee

**CECELIA WITTMAYER (1986), Professor of Business, Vice President
for Academic Affairs**

B.S., South Dakota State University
M.S., South Dakota State University
Ph.D., University of Nebraska-Lincoln

* Associate Member

**Associate Member/Visiting Scholar

Academic Calendar

Academic Calendar

Fall and spring terms are 16 weeks in length: from early September through December, and early January through mid-May.

Summer sessions vary in length from 4 weeks, 8 weeks or 15 weeks from May through August. Courses are available on the main campus in Madison or through the Center for Public Higher Education in Sioux Falls. Courses are also available through the Office of Distance Education, which coordinates the Internet and Rural Development Telecommunications Network offerings.

Fall Semester 2001

April 17-May 11	Current Student pre-registration for Fall & Spring 2001-2002
Sept. 1 (Sat.)	Residence Halls Open
Sept. 1-2 (Sat. & Sun.)	Tuition and fee payment in Dakota Prairie Playhouse for new freshmen (By appointment only)
Sept. 3 (Mon.)	Labor Day
Sept. 4 (Tues.)	8:00-11:30 Mass Registration for returning students who have not pre-registered and new students
	3:30-8:30 Graduate MSIS Orientation
Sept. 4-5 (Tues. & Wed.)	8:30-11:30 & Tuition & fee payment in Dakota Prairie Playhouse 1:00-4:00 (By appointment only)
Sept. 5 (Wed.)	8:00 a.m. Classes begin
Sept. 5 - Sept. 13	Drop/Add for full semester courses
Sept. 6 (Thurs.)	8:00-12:00 noon Tuition & fee payment in Dakota Prairie Playhouse
Sept. 6 (Thurs.)	12:00 noon Deadline for payment of tuition and fees to avoid cancellation of registration
Sept. 10 (Mon.)	Last day to drop a class and receive a full refund for first half semester courses
Sept. 13 (Thurs.)	Last day to register for classes Last day to register for any fall class to determine financial aid eligibility Last day to add a class (full semester courses only) Last day to drop a class and receive a complete refund (full semester courses only) Last day for fall 2001 graduates to apply for graduation
Oct. 3 (Wed.)	Last day to withdraw from a 1 st half fall semester class and receive a grade of "W"
Oct. 8 (Mon.)	Native Americans' Day - no classes
October 24	Last day of first half semester courses
October 25 (Thurs.)	8:00 a.m. 2nd half fall term classes begin
October 29 (Mon.)	5:00 p.m. Mid-term grades due in Enrollment Services
October 30 (Tues.)	Last day to drop a class and receive a full refund for second half semester courses
Nov. 5-Dec. 21	Tentative pre-registration for spring 2002
Nov. 8 (Thurs.)	Last date to withdraw from University and be eligible for a refund of University charges based upon federal regulations and Board of Regents policy
Nov. 12 (Mon.)	Veterans' Day Holiday - no classes
Nov. 15 (Thurs.)	Last day to withdraw from a full semester class or school & receive a grade of "W"
Nov. 16 (Fri.)	Fall Assessment Day - no daytime classes 5:00 p.m. and later classes will meet
Nov. 22-23	Thanksgiving holiday - no classes Please note: Thanksgiving holiday begins 5:00 p.m. Nov. 21
Nov. 26	8:00 a.m. Classes Resume
Nov. 26 (Mon.)	Last day to withdraw from 2 nd half fall semester classes and receive a grade of "W"
Dec. 16 (Sun.)	Commencement
Dec. 17-21	Final examination period
Dec. 21 (Fri.)	Semester ends Residence Halls Close
Dec. 26 (Wed.)	5:00 p.m. Final grades due to Enrollment Services

Spring Semester 2002

November 5 -	Current Student pre-registration Spring 2002
December 21	Residence Halls Open
Jan. 8 (Tues.)	8:00-11:30 Mass Registration for returning students who have not pre-registered and new students (Dakota Prairie Playhouse)
Jan. 9 (Wed.)	8:30-11:30 & Tuition & Fee payment in Dakota Prairie Playhouse 1:00-4:00 (By appointment only)
Jan. 10-18	Drop/Add for full semester courses
Jan. 10 (Thurs.)	8:00 a.m. Classes begin
	8:00-4:00 Tuition and Fee Payment in Dakota Prairie Playhouse
Jan. 11 (Fri.)	4:00 Deadline for payment of tuition and fees to avoid cancellation of registration
Jan. 18 (Fri.)	Last day to register for classes Last day to register for any spring class to determine financial aid eligibility Last day to add a class (full semester courses only) Last day to drop a class and receive a complete refund (full semester courses only) Last day for 2002 graduates to apply for graduation
Jan. 21 (Mon.)	Martin Luther King Jr. Day - no classes
Feb. 8 (Fri.)	Last day to withdraw from 1st half spring term classes and receive a grade of "W"
Feb. 18 (Mon.)	President's Day - no classes
Mar. 1	Last day of first half semester classes
Mar. 4	8:00 a.m. 2nd half semester classes begin
Mar. 5 (Tues.)	5:00 p.m. Mid-term grades due in Enrollment Services
Mar. 7	Last day to drop a class and receive a full refund for 2nd half semester classes
Mar. 9 - 17	Spring Break
Mar. 18 (Mon.)	8:00 a.m. Classes Resume
Mar. 22 (Fri.)	Spring Assessment Day - no daytime classes; 5:00 p.m. and later classes will meet
Mar. 27 (Wed)	Last date to withdraw from the University and be eligible for a refund of University charges based upon federal regulations and Board of Regents policy.
Mar. 28 (Thurs)	Last day to withdraw from a full semester spring class or school and receive a grade of "W"
Mar. 29 - April 1	Easter Holiday - no classes Please note: Easter holiday begins 5:00 p.m. March 28
April 2 (Tues.)	8:00 a.m. Classes Resume
April 8 (Mon.)	Last day to withdraw from 2nd half spring semester classes and receive a grade of "W"
April 15-26	Tentative pre-registration for 2002-2003
May 6-10	Final examination period
May 10 (Fri.)	Semester ends Residence Halls Close
May 11 (Sat.)	Commencement
May 14 (Tues.)	4:30 p.m. Final grades due in Enrollment Services

Index

A

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

Abolition

A

About DSU	1
Academic Calendar	85
Academic Integrity	66
Accreditation	ii
ADA Educational Programs	8
Administration, General	79
Admission as a Non-Degree Seeking Student	21
Admission Status/Student Classification	24
Admission to Candidacy	56
Admission Requirements	20, 33, 39
Advising	56
Alcohol and Other Drugs	75
Alternative Delivery Methods, Credit for classes offered	58
Alumni Office	10
Appeal Grievance Procedure	56
Application	21
Application and Admission Information	19
Application for Graduation	56
Application Review and Evaluation	23
Art Courses	44
Assessment/Final Evaluation for Graduate Experience	57
Assistantships	29
Auditing a Class	57

B

Board of Regents Officers for 2001-2002	78
Bookstore	14
Business Courses	44

C

Calendar, Academic	84
Candidacy	57
Career Services	10
Catalog Changes	66
Center of Excellence	10
Certification of Program Completion	59
Changing Class Schedules	57
Change of Grade	57
Classification of Students	24
Community Center	11
Computer Education Courses	44
Computer Education and Technology Courses	44
Computer Information Systems Courses	46

Computer Sciences Courses	46
Computing Privileges	66
Computing Services	11
Conditional Admission	24
Continuous Registration Requirement	62
Correspondence Courses, Credit for	59
Costs	25
Course Loads	57
Course Offerings	43
Course Descriptions	44
Credit by Examination	58

D

Delivery	33, 39
Distance Education	12
Diversity Services	16
Drug-Free Environment	69
DSU Language Institute	12

E

Education Courses	46
Education Administration Courses	47
Educational Research Courses	47
Elementary Education Courses	48
Eligibility for Graduation	59
Emergency School Closings	70
English Courses	48
Equal Opportunity	i
Evaluation	59

F

Faculty	80
Faculty-MSCEC	38
Faculty-MSIS	32
Fees, Institutional and Other	26
Final Evaluation for Graduate Experience	57
Financial Aid	29, 70
Financial Aid Policies	70
Financial Obligations	71
Food Service	16

G

General Information	5
Governance and Organization	78
Grade Appeal	71
Grade Change	59
Grade Reports	72
Grading	60
Graduation	60
Graduate Programs Office	5

Grievance Procedure 56, 60

H

Health Services 14
 History Courses 48
 History, Dakota State University 3
 Housing 15
 Humanities Courses 48

I

Immunization 22
 Incomplete Grade 60
 Independent Study 58
 Information Systems Courses 48
 International Student Requirements 20, 22

L

Late Registration 72
 Learning Technologies Courses 50
 Library 12
 Library Media Courses 51
 Library Staff 78

M

Mass Communication Courses 51
 Master of Science in Education in Computer
 Education and Technology 37
 Master of Science in
 Information Systems 31
 Minimum Admission Requirements 18
 Mission Statement 2
 Multicultural Affairs 16
 Music Courses 51

N

Normal Courseload 60

O

Office of Distance Education 12

P

Payment 28
 Plan of Study 60
 Privacy of Student Records 72
 Probation/Suspension 61
 Program Requirements 34, 40, 61
 Progression 61

R

Readmission 61
 Reciprocity Agreements 27
 Reentry/Reactivation 61
 Refund Policy 73
 Registration 62
 Regular Admission 24
 Residency 62
 Residency, Determination of 28
 Right To Know 74

S

Satisfactory Progression 62
 Science Education Courses 51
 Sexual Harassment Policy 73
 Sioux Falls Site 13
 Sociology Courses 53
 Special Education Courses 53
 Special Student –
 Post-Graduate Status 24
 Strategic Statement 2
 Student Classification 24
 Student Refund Policy 73
 Student Right To Know 74
 Student Services 14
 Submitting the Application 23
 Suspension 63

T

Theatre Courses 53
 Time Limits 63
 Transcript Policy 75
 Transfer 63
 Transfer Credits 58
 Tuition 26

U

Undergraduate Classes, credit for 59
 University Card 17

V

Veterans Benefits 29
 Visa Eligibility 21

W

Withdrawal
 From a Class 63
 From the Program 63
 Work Experience, credit for 59

1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19
20	20
21	21
22	22
23	23
24	24
25	25
26	26
27	27
28	28
29	29
30	30
31	31
32	32
33	33
34	34
35	35
36	36
37	37
38	38
39	39
40	40
41	41
42	42
43	43
44	44
45	45
46	46
47	47
48	48
49	49
50	50
51	51
52	52
53	53
54	54
55	55
56	56
57	57
58	58
59	59
60	60
61	61
62	62
63	63
64	64
65	65
66	66
67	67
68	68
69	69
70	70
71	71
72	72
73	73
74	74
75	75
76	76
77	77
78	78
79	79
80	80
81	81
82	82
83	83
84	84
85	85
86	86
87	87
88	88
89	89
90	90
91	91
92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100



General Information 256-5111

South Dakota Area Code: (605)

Academic

College of Business &
Information Systems 256-5165

College of Liberal Arts 256-5270

College of Natural Sciences 256-5194

College of Education 256-5177

Distance Education 256-5049

Center for

Public Higher Education 367-5640

Graduate Office 256-5263 or 256-5799

Administrative

Alumni 256-5692

Bookstore 256-5238

Business Affairs Office 256-5127

Career Services 256-5122

Computing Services 256-5675

DSU Foundation 256-5693

Enrollment Services 256-5139

Toll Free 1-888-378-9988

Admissions • Cashier • Financial Aid

Records/Registration

Library 256-5203

President's Office 256-5112

Student Services 256-5146

Activities • Food Service • Student Affairs

Guidance/Counseling • Housing

www.dsu.edu
yourfuture@dsu.edu



1000 copies of this document were printed by Dakota State University at a cost of \$1.19 per document.



Graduate Office
820 North Washington Ave.
Madison, SD 57042-1799